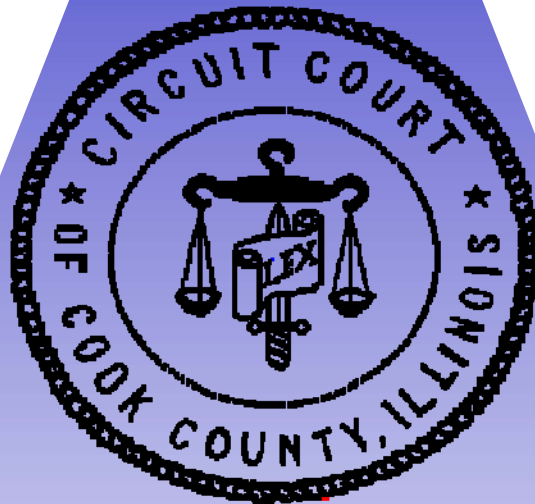


DOROTHY BROWN

CLERK OF THE CIRCUIT COURT OF COOK COUNTY



**2014 BUDGET PRESENTATION
to
President Toni Preckwinkle
and
the Cook County Board of
Commissioners**

www.cookcountyclerkofcourt.org

Message from the Clerk



When I ran for the Office of the Clerk of the Circuit Court of Cook County in 2000, I had a vision of transforming the Office into a modern organizational structure and making it accountable, technologically savvy and innovative. My vision included making the Clerk's Office incrementally transparent in carrying out its noble and unique duty as keeper of court records and collector of revenues. I must humbly and realistically assert that during the last thirteen years as the Clerk of the Circuit Court of Cook County, my vision to transform the Clerk's Office has come to fruition though many challenges still lie ahead. The burly and bulky docket books and "dumb" terminals are now items of the past and have been replaced by technologically current infrastructure and record-keeping innovations anchored by automation, imaging and document storage programs.

Despite the fact that our budget has been continually reduced, the Clerk of the Circuit Court has continued with its record of high-level success in executing its statutory responsibilities as the keeper of records for all judicial matters brought into one of the largest court systems in the country. Our skilled staff and line managers have continually devoted themselves to deliver first-rate service without compromising our hallmark and avowed commitment to efficiency. Good customer service, technological innovation, cost-effectiveness as well as conscientiousness and devotion have been continually maintained in line with our statutory and fiduciary responsibilities.

A full integration of our Imaging and Document Management System (IDMS), has allowed staff to digitize all civil case type documents that have been submitted to the Clerk's Office since May 23rd, 2012. Our office has imaged more than 65.4 million court documents that may be electronically viewed on any of the Public Access terminals at the courthouse. This latest technological breakthrough provides access to court documents in a more time- and cost-efficient manner. The IDMS System is now in the County, Chancery, Law, Probate, Civil, Domestic Relations, Juvenile, Child Support, and Child Protection Divisions.

e-Filing typifies one of the foremost areas where remarkable progress has been made in the Clerk's Office. The Illinois Supreme Court and the Administrative Office of the Illinois Courts have given the Clerk's Office the much-needed approval to proceed with electronic filing of all civil case types, (except condemnation) effective March 20th, 2013. More than ever before, court users can now file their cases and respond to litigation matters from the comfort of their homes. This remarkable progress in the Clerk's Office promises to offer tremendous savings in transportation costs to attorneys and pro se litigants. It will ease congestion in our office corridors, will reduce the need for data entry, and will shorten cashiering lines.

The Clerk's Office has embarked upon the task of replacing the existing legacy Electronic Case Management System with a more flexible and advanced case management system. As a result, a needs analysis has been initiated with the purpose of providing the necessary recommendations for a fully integrated electronic case management system.

Another program that has positively impacted our operations in the Office of the Clerk of the Circuit Court is the Electronic Traffic Ticket System (e-Ticketing) which is now in operation in 8 County municipalities and 17 are in the testing stages. The e-Ticket System transmits a traffic-stop citation from a law enforcement officer's squad car directly to the Clerk's Office Case Management System. The use of the e-Ticket system has increased speed of creating citations and making them electronically available in our Case Management

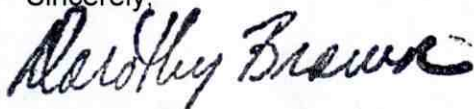
System. It has furthered public safety due to decreased traffic stop time and has enhanced electronic integration across justice agencies as well. It has also reduced data entry need.

The unveiling of our mobile app, Court Clerk Connect, and electronic notice (e-Notice) are a couple of other programs that deserve notice. The Court Clerk Connect is an online application case information system that gives court users access to perform searches of the case docket and traffic tickets and obtain court-related information using their mobile phones or their i-pad devices. This technological innovation initiated by the Clerk's Office stands to save court users tremendously in time and transportation costs. The Clerk's Office also stands to incur savings as there will be fewer phones and personal inquiries requiring employees' time.

The Clerk's Office has had a positive partnership with collection agencies and the State of Illinois in order to enhance our revenue collections. Through September 27, 2013, the collaborative effort with the two collection agencies has led to the collection of \$31.4 million in outstanding fines, fees and costs since the inception of the program in 2006. As of August 2013, the Clerk's Office has collected \$7.5 million in child support fees; and \$60,000 (started in August 2013) in traffic fines under the Illinois State Income Tax Intercept Program. Since the inception of the Clerk of the Circuit Court's program in 2005, the credit card program has processed more than \$112.0 million in credit card transactions.

As FY 2014 unfolds, the Clerk's Office seeks to continue to enhance its role of effectively, efficiently, ethically, transparently and consistently serving court users in the judicial system of the First Judicial District of the State of Illinois, in spite of reduced funding and staff. These annual staff reductions have negatively impacted on our operations and have become almost untenable, creating backlogs, understaffing and other inefficiencies. Nonetheless, the Clerk of the Circuit Court will strive to deliver its statutory duties in accordance with its strategic pillars: 21st Century Information Technology, Improved Customer Service, Employee Development & Training, Operational Efficiency and Financial Accountability.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorothy Brown", written in a cursive style.

Dorothy Brown
Clerk of the Circuit Court



Budget Statement

Dorothy Brown
Clerk of the Circuit Court of Cook County
Fiscal Year 2014 Budget Request

October 28, 2014

**The Honorable President Toni Preckwinkle and
Cook County Board of Commissioners**

It is my cherished privilege and honor to present the Fiscal Year 2014 budget for the Office of the Clerk of the Circuit Court of Cook County. I would like to take this opportunity to share with you the maturation of our decade-long vision of the Clerk's Office. In order to do this with clarity, a short statement of where we were, where we are now, and where we are going seems to be timely and expedient.

A Historical Perspective and Vision

As you may be aware, this is my thirteenth budget presentation as Clerk of the Circuit Court of Cook County. When I came into office in 2000, I inherited an antiquated technological infrastructure of "dumb" terminals, flat files in mainframe environment and very few personal computers which had connection to the wide area network. Not only were existing staff not able to take full advantage of the power of personal computers and relational databases to enter, store, maintain and retrieve information, cash registers were old, out-dated and not linked to our electronic case management system. In essence, the case management system in the Clerk's Office had overwhelming reliance on manual data. As a result, we embarked on a vision to bring about needed changes: to guide the Office to harness technology, to examine business process-reengineering opportunities and initiatives, to migrate from document management to content management, to initiate customer relations management and to improve incrementally the proper keeping of court records.

The continual budget reductions have made already limited resources in the Clerk's Office more challenging, necessitating cost-cutting strategies across the board, and

triggering reorganization of Divisions, Departments and Bureaus. These and other strategies have enabled the Clerk's Office to cross-train employees and harness new technologies in order to enable the Office to continue to perform its statutory duties. Therefore, in spite of the budget reductions and setbacks, the Clerk's Office, with difficulty, continued to accomplish its goals and meet expectations of what it set out to do during the last thirteen years.

The bulky and cumbersome docket books, and "dumb" terminals inherited in 2000 are things of the past and have been replaced by technologically current infrastructure and record keeping innovations anchored by automation, imaging and document storage systems and skilled Clerk of the Circuit Court staff. Thanks to the County Board of Commissioners, in the Clerk's Office we now have a modern-day cashiering system, e-Filing, a Mobile app, Kiosks, Intranet and an imaging system. This has enabled the Clerk's Office to serve our noble and unique mandates and statutory obligations as record keeper of court records and revenue collector and disbursing agent to all municipalities of the County and statewide agencies.

Coming Full Cycle with Improvements

The Clerk of the Circuit Court of Cook County as official record keeper of court records in Cook County has come full cycle in making needed and required changes in the court system to bring it to the 21st Century model even though much work still needs to be done. Since 2000, the Clerk's Office has been serving citizens and participants in the judicial system in Cook County effectively, efficiently and ethically as has been its hallmark. During this time, it has successfully navigated through a drastic reduction in appropriations from \$98,590,841 in FY 2000 to \$73,176,171 in FY 2013, a drastic reduction of 25.8%, without a corresponding reduction in its required services. As you are aware, the Clerk of the Circuit Court is the second largest court system in the U.S., and we service over 400 judges, accepting over 1.3 million new cases filed annually and over 130 million public inquiries without sacrificing quality, efficiency or transparency in all our undertakings.

In order for the Clerk's Office to meet current and future changes as dictated by budgetary reductions or fiscal challenges on the one hand, and the implementation of new technologies and business processes on the other, it has continued to reorganize

and restructure itself to better inform decisions with respect to projects currently underway or future proposals currently under consideration. The Clerk's Office has continued to review its operations, reorganize and streamline its departments, bureaus and divisions, improve management techniques with the view of enhancing cost-saving initiatives and bringing about maximal effectiveness, proficiency, transparency, accountability, and broadening the range of court efficiency. Consolidation of management staff, in some areas, has made it easier to improve efficiency through the uniform dissemination of efficient business processes. We believe this will enhance successful and rapid transition to a virtual court house of the future. In such an atmosphere, video links and feeds, paperless environment and electronic documentation with all relevant parties having access will be the prevalent feature. In this context, it is helpful to view and analyze prospective changes in the Clerk's Office to the system as a series of expected waves of improvement, rather than a one-time occurrence.

FOCUS AND INITIATIVES OF THE FY 2014 BUDGET

Once again, the Clerk's Office offers the leanest possible budget built on the progress of the past with a budget of \$74.9 million for FY 2014. This is done without impairing the statutory duties of the Clerk's Office as mandated by law. In this budget, the Clerk's Office is holding down costs in an avowed determination to increase value without sacrificing the established hallmarks of efficiency, accountability and transparency, while continuing to minimize costs and effectuate revenue growth.

FY 2013 OVERVIEW

In FY 2013, the Office of the Clerk of the Circuit Court continued to initiate, improve upon, or expand activities in the following areas:

- Office-Wide e-Filing
- Imaging and Document Management System (IDMS)
- Mobile App Connect
- Order of Protection Smart Forms
- Case Management Needs Analysis
- Website Redesign
- Clerk-to-Sheriff Jail Management System (JMS) Interface

- Interactive Orders System
- e-Plea
- e-Notice
- Electronic Tickets System (e-Tickets)

I am heartily delighted to report that in spite of limited resources in FY 2013, we significantly and laudably accomplished our strategically planned goals and initiatives which are among the following:

➤ **Effective, Efficient, Transparent, and Proficient Accountability of Financial Resources**

The Clerk's Office utilized available human and material resources to maximize revenue potential, and effectuate cost reduction. The following opportunities made it possible for the Clerk's Office to achieve effective, efficient, transparent and proficient operation of financial resources during FY 2013:

- **Debt Collection.** We continued with automation of the debt placement process through our two collection firms. As of September 27, 2013, our two collection firms have collected \$31.4 million since the inception of the debt collection program in 2005.
- **Credit Card Transactions.** The Clerk's Office has continued to place a high premium on transparency, financial accountability and maximum efficiency in the use of appropriated funds. It has achieved a great deal of financial success for Cook County over the past thirteen years. Since 2005, the Clerk's Office has processed **\$112.04 million** (through September 27, 2013) in credit card transactions, with bail bond postings representing **\$53.4 million (49.1%)** of the total transactions. The e-Plea program which started in June 2009 has since brought **\$23.9 million** as a result of payments on minor traffic violations online.
- **Remote Deposit Expansion** has served the Clerk's Office well. Through the Remote Deposit Program, checks received from customers are electronically scanned and deposited in the bank. The program enabled the Clerk of the Circuit Court to reduce Armored Car service in past

years. In addition, because deposit amounts are verified by the managers on the front end prior to depositing, we have been able to reduce the time spent on account balancing and reconciliation. Furthermore, funds clear the bank faster and the program has helped to minimize the costs of re-entering deposit data into our accounting system as remote deposit data is downloaded and transferred into our accounting system.

- **FY 2013 Audit.** Our FY 2013 Audit Report indicates that the Clerk's Office complied in all material respects, with applicable laws and regulations in its financial and fiscal operations. In addition, the audit report asserts that the Clerk's Office is maintaining effective accounting control over revenues, expenditures, assets and liabilities. A single minor audit finding has since been resolved.
- **Improved Disposition Reporting to Illinois State Police (ISP)** was funded by a grant. The grant project was completed on May 31, 2013 and enabled us to predict potential errors and process rejected records by either a batch run of system edits, or through research and investigation. The application allowed corrected errors to be remitted to ISP and updated in the State's Criminal History Records Information System (CHRIS). The funds were used to automate the interface of records identified for submission before records were submitted to ISP.

➤ **Revenue Growth**

We remain resolved to continue to place a high premium on continued and consistent revenue growth despite budget reductions in a troubled economy. The high emphasis, focus and commitment on revenue enhancement has enabled the Clerk's Office to remit **\$68,449,675** to the County as of October 8, 2013 towards the FY 2013 Budgeted Revenue of **\$95,000,000**. The Clerk's Office will remain firm in its dedication to continue to aggressively collect all statutory fees and costs as well as court-ordered fines and penalties.

The following initiatives have played important roles and will continue to be effective in enhancing revenue growth in the Clerk's Office:

- **Enforcement Proceedings.** In actions to collect fees due to the Office of the Clerk of the Circuit Court through collection agencies, the Clerk's Office, through one of its collection agencies, is planning to establish garnishment proceedings in the Civil Division that could enhance revenue collection of delinquent fines, statutory fees and costs.
- **General Order for Deferment of Civil Payments.** General Order 2012-03 signed in 2012 extends the time limit in which a pro se defendant may defer payment of an appearance fee in Small Claims, Detainer and Forcible Detainer cases. It authorizes the Office of the Clerk of the Circuit Court to accept an appearance fee and defer the payment of said appearance fee for a period of: Seven (7), fourteen (14), twenty one (21) or thirty (30) days, provided the amount of claim does not exceed ten thousand dollars (\$10,000). This provision allows pro se defendants an expanded opportunity to obtain funds in which to pay. Extending the grace period has resulted in decreased incidents of non-payment and delinquent payment. As of September 30, 2013, we have processed 1,181 deferred payments, totaling \$217,735.
- **Tax Intercept Program.** The Clerk's Office working with the Illinois Comptroller's Office under *Local Debt Recovery Program* (effective January 1, 2012 under Public Act 97-0632) will continue to work to recoup uncollected delinquent traffic fines. The program allows Illinois State Comptroller's Office to intercept payroll checks, income tax returns, vendor payments, pensions and lottery winnings.
- **e-Plea (e-Pay/e-Guilty).** In FY 2009, the Clerk's Office developed an application that allows for the acceptance of electronic plea of guilty online for Traffic Court Diversion tickets. This initiative deployed on June 29, 2009, has accelerated the collection of traffic payments from individuals who opt to plead guilty and pay online rather than coming to the courthouse. Additionally, accepting electronic guilty pleas and credit

card payments via the Internet enhances disposition of court diversion-eligible traffic citations, minimizes the amount of paper work collected with the traffic citations and file storage space needed, improves operational efficiency and **lowers operational costs of collection**. As of October 23, 2013, there were a total of 203,705 e-Plea transactions comprising of 71,554 guilty pleas, 113,255 traffic safety school requests and 18,896 court hearing requests. This electronic medium will enhance revenue for the Clerk's Office and convenience for Cook County residents and other stakeholders in FY 2014.

- **Successful Expungement and Education Summit.** The Clerk's Office successfully conducted our Ninth Annual Expungement and Education Summit on June 8, 2013 for adults and juveniles with expungeable or sealable felony and misdemeanor cases. Seventy-five attorneys and hundreds of Clerk of the Circuit Court employees volunteered to assist individuals with expungement and sealing of their cases. Almost 1,000 customers attended the event in which 468 transactions were carried out, completing the application for expungement of 300 cases and sealings of 168 cases. At the Summit, the Clerk's Office collected \$14,115 in expungement and sealing-related transaction fees. There were seven judges hearing petitions to determine indigent eligibility and 40 ex-offender service exhibitors present at the Summit.

➤ **Customer Service**

Improvement in customer service and operational efficiency with the implementation of several technological projects, including:

- **Placement of Mortgage Foreclosure Surplus Information Online.** The Clerk of the Circuit Court continues to collaborate with State and local officials - the County Assessor, County Recorder of Deeds, city of Chicago Mayor's Office, and the Illinois State Treasurer - and formed a Mortgage Foreclosure Surplus Fund Task Force to inform the public of mortgage foreclosure funds held by the Clerk's Office. The four agencies

linked up with the Clerk of the Circuit Court website for collaboration and information purposes. In addition, the Clerk's Office has a Mortgage Foreclosure surplus search engine on its website and has since September, 2013 paid out approximately **\$9.0** million to eligible Cook County residents.

- Continued upgrading of the technological infrastructure of the Clerk's Office through updating of the Clerk of the Circuit Court website with more value-added options and features to benefit the citizens of Cook County. The new site is bound to improve the way in which the public can accomplish its most critical Circuit Court tasks online. It will establish web communication as a core court business function and will provide access to web content that is accurate, timely and easy to understand.

- **Professional Development.** The Clerk's Office understands that quality improvement in the level of employee skills, service and productivity are important in the successful execution of its programs, projects and services, and to this end, the Office has invested in human capital. The skills of employees in the Office of the Clerk of the Circuit Court were maintained and enhanced through effective training and development programs. Various Court employees attended several professional development conferences, educational symposia and seminars, such as those of the National Association for Court Management, Association for Records Managers and Administrators, National Center for State Courts/National Court Technology Conference, Government Finance Officers Association (GFOA), National Institute of Governmental Purchasing, Illinois Association of Court Clerks (IACC), and National Court Collections Conference, to name a few. In addition, the MIS Department has recorded over 1,700 man-hours of in-house training in the areas of IDMS, e-Filing, Cashier for Windows and basic PC skills.
- **Clerk's Office Reorganization for Operational Efficiency.** As indicated earlier, the Clerk's Office has continued to ensure that office reorganization, (including consolidation) was undertaken for purposes of cost minimization, customer service quality improvement, and the enhancing of efficient and effective management of the Office. This effort has involved training of managers and employees to adequately perform various operational functions such as serving as substitute cashiers in

crunch times as well as filling in for other managers and employees across divisions during periods of need, such as when staff shortages occur. This effort has continued to enhance the efficient and effective management of the Office.

- **Enhancement of Existing Technologies and Adoption of New Ones.** The Clerk's Office will continue to enhance existing technologies and adopt innovative ones that can reduce costs and increase operational efficiency with the implementation of several technological projects, including:

- **e-Post System.** e-Post is a web-based green-technology notification system developed in-house for use within the Clerk's Office by senior management staff. It reduces paper cost and increases efficiency and productivity. It defines delegates and distributes assignment tasks for handling incoming paper-based staff mail, and makes the communication of these tasks more visible, searchable and accountable. The system functions as a virtual mailroom as paper mail is scanned and assigned electronically to recipients to "handle." When the recipients log into the system, they view their incoming mail assignments, receive instructions for handling the assignment, and can report the status. The Clerk's Office intends to expand the use of e-Post system in FY 2014.
- **e-Tickets Program.** Electronic Traffic Ticket System (e-Tickets), a public safety-driven program, effectively automates the creation, capture, transmission, and storage of a traffic-stop citation, from the squad car directly to the Clerk's Office electronic docket. In the initial launch phase of this project, the Clerk's Office partnered with four Cook County municipalities of Bellwood, Crestwood, Matteson, and South Barrington. Subsequently, 25 law enforcement agencies have been engaged to participate in the program. The plan is to have the program used by all of the 128 law enforcement agencies in Cook County.
- **Website Redesign.** The Clerk's Office has embarked on creating an innovative website using cutting-edge technology. The new website will allow for clearer and improved navigation, more text base for improved understanding and improved search capabilities. It will establish web

communication as a core court business function and will provide access to web content that is accurate, timely and easy to understand. More improvement is expected during FY 2014. Testing of the system is ongoing.

- **Replacement of the Existing Legacy Electronic Case Management System.** The Clerk's Office plans to work toward replacement of the current Legacy Electronic Case Management System for Civil and Criminal Areas of Law in order to improve functionality and efficiency. A project needs analysis has been initiated. The needs analysis will undertake a complete examination of our current old IBM Mainframe Legacy System and provide the necessary recommendations for a fully integrated justice system for the operations of the Office of the Clerk of the Circuit Court.
- **e-Notice Program.** The e-Notice program will allow subscribers to receive the electronic version of notices in a secure Message Center and the setup could allow one to request that an email notification be sent alerting the person that an email notice has been sent. This program went live for attorneys in August 2013 and will be available to pro se litigants by the end of the year. .
- **Clerk-to-Sheriff Jail Management System (JMS) Interface.** The JMS System Interface allows the Clerk's Office to download and test Sheriff's Office data for District-wide collection of real time mittimus information from the branch and suburban locations. The system enables the sharing of information with the Sheriff's Office, neighboring police departments, communication centers, and fire departments for total public-safety interoperability. The system would allow real time seamless connection and management of inmate population and make jail statistics available at a glance.
- **Mobile App Connect.** On March 11, 2013, the Clerk's Office launched Mobile Connect, an online application case information system. Mobile Connect gives court users access to perform searches of the case

docket, traffic tickets, and obtain other court-related information from their mobile devices such as their i-phones and i-pads. This new technological innovation saves time and transportation costs for court users, including pro se litigants and attorneys.

- **Rapid Online Access method (ROAM).** The Rapid Online Access Method (ROAM) software will allow court users the capability to search court data across multiple databases.

FY2014 CORPORATE BUDGET

The Clerk of the Circuit Court's FY2014 Budget Request calls for a fiscal budget of **\$74,929,106** which is an increase of **\$1,371,622** over FY2013 Adjusted Appropriation of **\$73,557,484**, and **\$23,661,735** below the Adjusted FY 2000 Budget of **\$98,590,841**, which represents a (24%) reduction in our operating budget since the start of my administration in December 2000. Please note that in the FY2014 budget request, the Clerk of the Circuit Court absorbed a **\$1,464,790** increase in salaries and wages resulting from salary adjustments for step increases for all Clerk's Office Corporate employees. Also, FY2014 turnover adjustment rate was reduced to 5.6% of Gross Salaries (\$4,181,147) from 6.2% in FY2013 (\$4,605,015), resulting in a difference of **\$423,868** that was absorbed by FY2014 Budget Request. Hence, the net difference of FY2014 budget request from FY2013 Adjusted Appropriation is an actual net reduction of **\$517,036** (\$1,371,622 less \$1,464,790 less 423,868).

FY2014 COURT AUTOMATION SPECIAL PURPOSE BUDGET

FY2014 Court Automation Special Purpose Budget Request calls for a fiscal budget of **\$10,617,929** which is **\$1,281,653** over the FY2013 Adjusted Appropriation of **\$9,336,276**, representing a (13.7%) increase. Please note that reducing the turnover adjustment rate from 26.3% (1,996,661) in FY2013 to 10.9% (\$847,230) in FY2014 resulted in a difference of **\$650,569** which has been absorbed by FY2014 Budget Request, as well as **\$153,171** salaries adjustment for step increases. Hence, FY2014 Court Automation Special Purpose Fund Budget Request is an actual net increase of **\$477,913** (\$1,281,653 less \$650,569 less \$153,171) over FY2013 Adjusted

Appropriation. Also, it should be noted that the Clerk of the Circuit Court FY2014 Automation Fund Budget Request is **\$4,580,465** below FY2011 Adjusted Appropriation of **\$15,198,394** which represents a three years reduction of **(30.1%)**.

FY2014 COURT DOCUMENT STORAGE SPECIAL PURPOSE BUDGET

FY2014 Court Document Storage Special Purpose Budget Request calls for a fiscal budget of **\$9,842,419** which is **\$432,578** over FY2013 Adjusted Appropriation of **\$9,409,847**, which represents a **(4.6%)** increase. The increase is mainly due to reducing the turnover adjustment rate from 19.1% (\$1,106,762) in FY2013 to 12.9% (\$774,583) in FY2014 which resulted in a difference of **\$332,179** in salary increases that were absorbed by FY2014 budget request, as well as **\$117,924** in salary adjustments for step increases. Hence, the net difference of FY2014 budget request from FY2013 Adjusted Appropriation is an actual net reduction of **\$17,525** (\$432,578 less 332,179 less 117,924). Please note also that the Clerk of the Circuit Court FY2014 Court Document Storage Fund Budget Request is **\$6,072,981** below FY2011 Adjusted Appropriation of **\$15,915,400**, which represents a three years reduction of **(38.2%)**.

FY2014 COURT ADMINISTRATIVE SPECIAL PURPOSE BUDGET

FY2014 Court Administrative Special Purpose Budget Request calls for a fiscal budget request of **\$730,369** which is **\$98,798** over FY2013 Adjusted Appropriation of **\$631,571** which represents a **(15.6%)** increase. However, the increase is mainly due to reducing the turnover adjustment rate from 21.2% (\$110,808) in FY2013 to 7.2% (\$39,680) in FY2014, a difference of **\$71,128** as well as **\$10,764** in salary adjustments for step increases, both amounts were absorbed by FY2014 Budget Request. Hence, the net increase of FY2014 Budget Request over FY2013 Adjusted Appropriation is an actual net increase of only **\$16,906** (\$98,798 less \$71,128 less \$10,764). Please note that the Clerk of the Circuit Court FY2013 Court Administrative Special Purpose Fund Budget Request is **\$414,700** below FY2011 Adjusted Appropriation of **\$1,145,069** which represents a reduction of **(36.2%)** over the last three years.

FY2014 ELECTRONIC CITATION SPECIAL PURPOSE BUDGET

FY2014 Electronic Citation Special Purpose Budget Request calls for a fiscal budget of **\$450,000** which is similar to FY2013 Adjusted Appropriation.

FY2014 COURT CORPORATE BUDGET EXPLANATION

The following items provide information concerning the most significant budgetary account changes for FY2014. Our analysis will primarily focus on the differences between the Clerk's Office request for FY2014 and the FY2013 Adjusted Appropriation.

Personal Services

Total Clerk's Office's Budget Request for Personal Services in the Public Safety Corporate Fund for FY2014 was **increased** by **\$1,068,662 (1.5%)** from **\$70,346,977** for FY2013 to **\$71,415,639**. This increase is mainly due to salary step increases.

The FY2013 Summary of Positions indicates that the Clerk's Office has a total of **1,511.7** approved and adopted full-time equivalent **(FTE)** positions **(1,533 actual positions)**. For FY2014, the Clerk's Office Budget Request includes **1,505.7 (FTE)** positions **(1,552 actual positions)**, a reduction of **6.0 (FTE)**. Please note that from FY2000 to FY2014 the Clerk of the Circuit Court reduced a total of 433.1 (FTE) positions in its Corporate Fund over the fourteen-year period.

Due to the reduction of the Child Support Grant funds by the granting authority, the Corporate Fund absorbed 9 positions of employees who work for Child Support that were transferred to Corporate Fund, a total of \$1,175,010 (salaries and benefits). Future reductions by the granting authority will necessitate the re-allocation of additional Child Support grant employees to the Corporate Budget. The granting authority has repeatedly indicated to us that they would no longer fund Child Support employees that perform Clerk of the Circuit Court statutory functions.

Contractual Services

The Clerk's Office total Contractual Services Request has been increased from

\$1,730,880 in FY2013 to **\$2,106,018** in FY2014, a net **increase** of **\$375,138 (21.7%)**. This is primarily due to \$275,619 increase in Postage due to an unanticipated increase in postage rates and an increase in certified and registered mail required by law to be sent; \$65,507 increase in Printing and Publishing is primarily due to printing additional C & D bonds as well as I bonds that were not printed in FY2013; and, \$26,300 increase in Internal Graphics and Reproduction for printing additional needed court forms.

Supplies and Materials

The Clerk's Office total Supplies and Materials Request has been **increased** from **\$355,517** in FY2013 to **\$471,360** in FY2014, a net **increase** of **\$115,843 or (32.6%)**. This is primarily due to an increase of **\$57,223** in Office Supplies and an increase of **\$53,720** in Computer Operation Supplies. The increase in supplies is to provide resources for the IDMS Imaging Project.

Operations and Maintenance

The Clerk's Office total Operations and Maintenance Request has been **decreased** from **\$2,244,591** in FY2013 to **\$1,976,348** in FY2014, a net **decrease** of **\$268,243 (11.8%)**. This is primarily due to **\$272,929** reduction in Maintenance and Repair of Data Processing Equipment and Software.

Rental and Leasing

The Clerk's Office total Rental and Leasing has been **increased** from **\$726,898** in FY 2013 to **\$828,699** in FY2014, a net **increase** of **\$101,801 (14.0%)**. This is primarily due to **\$48,101** increase in Rental of Office Equipment and County-Wide Photocopier Lease combined and **\$53,700** to accommodate an increase in Child Support rent.

Contingency and Special Purposes

The Clerk's Office total Contingency and Special Purposes Fund has been **increased** from **\$1,847,379** in FY2013 to **\$1,868,958** in FY2014, a net **increase** of **\$21,579 or (1.2%)**. This is due to the additional chargeback expected from the Child Support Fund.

Major Capital Equipment - Long Term Projects

FY2014 Major Capital Equipment – Long Term Projects for Corporate Fund is **\$855,000** for the Electronic Record Project. Please note that due to the limited availability of resources in Department 528 Court Automation Special Purpose Fund, the implementation of major capital projects such as replacing the Legacy Electronic Case Management System has been recommended by the County's Budget Office to be deferred until 2015.

New/Replacement Capital Equipment Request

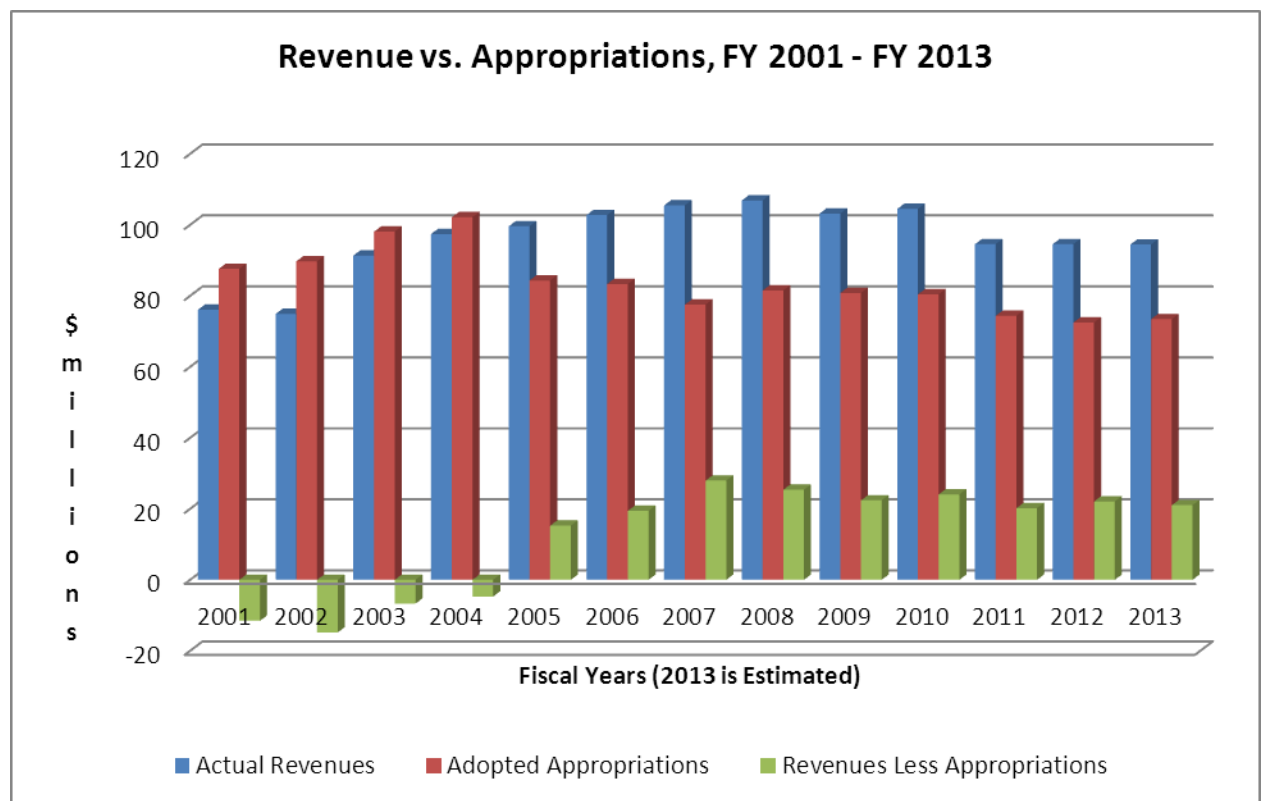
FY2014 Clerk's Office total New/Replacement Capital Equipment Request for Corporate Fund was \$185,860 reduced by the President's Recommendation to **\$92,645** consisting of replacing one vehicle and procurement of equipment and furniture. FY2014 Court Automation Special Purpose Fund Request is **\$350,000** for Courtview software upgrade and computer hardware infrastructure deployment and FY2014 Document Storage Special Purpose Fund Request is **\$192,576** for vehicles and paper sorter equipment.

REVENUE vs. APPROPRIATIONS

It is the policy of the Clerk's Office to maximize efficiency, increase revenue while adopting cost-cutting initiatives that would effectuate budget reductions across the board. I am heartened to state that between FY 2001 and FY 2013, the overall revenue generated in the Clerk's Office increased from **\$76,059,957** in FY2001 to a projection of **\$95,000,000** in FY2013, an increase of **27%** (\$20,511,871), and the budget appropriation **declined** from **\$87,592,581** in FY2001 to an adjusted appropriation of **\$72,005,026** in FY2013, a **17.8%** decline in budget appropriations.

Depicted below is a graph showing actual revenue generated in the Clerk's Office compared to corresponding budget appropriations between FY 2001 and FY 2013. The graph depicts the difference between revenues generated by the Clerk's Office and appropriations approved by the Cook County Board between the two periods. It shows that in spite of the economic downturn and a reduction in appropriations in the last several years, the Clerk's Office has continued to sustain a generally increasing trend in revenue generation between 2001 and 2013. (The last two years have been racked by a

deep recession and a slow and uncertain economic recovery). The graph also shows that from 2001 through 2004, appropriations exceeded revenues whereas since 2005, revenues generated in the Clerk's Office continue to be higher than appropriations. It shows that the Clerk of the Circuit Court has continued to meet projected goals and has also been fulfilling its statutory objectives. Therefore, as can be inferred from the graph below, when I took office, the revenue of the Clerk's Office did not cover its appropriations, but since I took office, I have aggressively pursued ways to increase the Clerk's Office revenue and I have been very successful.



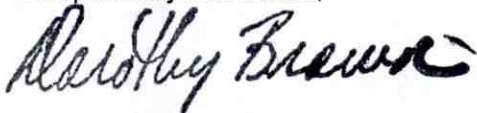
CLOSING REMARKS

The Clerk's Office, though negatively impacted by insufficient funds for its projects and programs, was not short on innovation and resource management. Thanks to our skilled staff and line managers who have continually extended themselves unflinchingly in order

to deliver first-rate service without compromising our hallmark and avowed commitment to efficiency, good customer service, technological innovation, cost-effectiveness as well as self-less service and devotion in line with our statutory and fiduciary responsibilities.

We understand that several challenges still lie ahead in fulfilling and maintaining the vision to completely modernize the Clerk's Office to meet 21st Century demands and expectations toward a virtual court system. We must continue to innovate in order to successfully operate a streamlined and competent Clerk's Office that is committed to a strategy that incorporates fiscal integrity, consummate internal control, transparency, efficiency, accountability and shared optimism. I, AS WELL AS MEMBERS OF MY STAFF, LOOK FORWARD TO CONTINUING TO WORK CLOSELY AND HARMONIOUSLY WITH PRESIDENT PRECKWINKLE, THE COOK COUNTY BOARD, AND CHIEF JUDGE, TIMOTHY EVANS, IN HARNESSING THE PROGRESS WE HAVE MADE TO DATE IN OUR CONCERTED EFFORTS TO SERVE ALL THE CITIZENS OF COOK COUNTY AND THE USERS OF THE COURT SYSTEM EFFECTIVELY, TRANSPARENTLY, AND EFFICIENTLY.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dorothy Brown", with a stylized flourish at the end.

Dorothy Brown

Clerk of the Circuit Court of Cook County



Budget Request

SECTION CONTENTS

Bureau Summary of Appropriations and Positions
Bureau Distribution By Appropriation Classification
Department Overview
Department Budget
-- Distribution By Appropriation Classification
-- Personal Services, Summary of Positions
-- Summary of Positions by Grade

335 - Clerk of the Circuit Court - Office of the Clerk	V - 6
528 - Clerk of the Circuit Court Automation Fund	V - 27
529 - Clerk of the Circuit Court Document Storage Fund	V - 35
567 - Clerk of the Circuit Court Administrative Fund	V - 42
580 - Clerk of the Circuit Court Electronic Citation Fund	V - 46

BUREAU SUMMARY
CLERK OF THE CIRCUIT COURT

SUMMARY OF APPROPRIATIONS

Department and Title	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Public Safety Fund					
335 - Clerk of the Circuit Court - Office of the Clerk	58,874,508	73,557,484	74,929,106	74,929,106	1,371,622
Public Safety Fund Total	58,874,508	73,557,484	74,929,106	74,929,106	1,371,622
Special Purpose Fund					
528 - Clerk of the Circuit Court Automation Fund	8,166,834	9,336,276	10,617,929	10,617,929	1,281,653
529 - Clerk of the Circuit Court Document Storage Fund	7,403,440	9,409,841	9,842,419	9,842,419	432,578
567 - Clerk of the Circuit Court Administrative Fund	542,671	631,571	730,369	730,369	98,798
580 - Clerk of the Circuit Court Electronic Citation Fund		450,000	450,000	450,000	
Special Purpose Fund Total	16,112,944	19,827,688	21,640,717	21,640,717	1,813,029
Restricted					
741 - Clerk of the Circuit Court Disposition Reporting	138,700	129,600			(129,600)
779 - Child Support Enforcement	6,872,264	5,400,000	4,085,080	4,085,080	(1,314,920)
Restricted Total	7,010,964	5,529,600	4,085,080	4,085,080	(1,444,520)
Total Appropriations	81,998,417	98,914,772	100,654,903	100,654,903	1,740,131

SUMMARY OF POSITIONS

Department and Title	2013 Approved Positions	Department Request	President's Recommendation	Difference
Public Safety Fund				
335 - Clerk of the Circuit Court - Office of the Clerk	1,511.7	1,505.7	1,505.7	(6.0)
Public Safety Fund Total	1,511.7	1,505.7	1,505.7	(6.0)
Special Purpose Fund				
528 - Clerk of the Circuit Court Automation Fund	124.8	125.7	125.7	0.9
529 - Clerk of the Circuit Court Document Storage Fund	118.0	120.0	120.0	2.0
567 - Clerk of the Circuit Court Administrative Fund	11.0	11.0	11.0	
Special Purpose Fund Total	253.8	256.7	256.7	2.9
Restricted				
779 - Child Support Enforcement	72.0	54.0	54.0	(18.0)
Restricted Total	72.0	54.0	54.0	(18.0)
Total Positions	1,837.5	1,816.4	1,816.4	(21.1)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
CLERK OF THE CIRCUIT COURT

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(64,403)	(64,403)	(64,403)
110/501010 Salaries and Wages of Regular Employees	54,887,152	69,924,626	70,523,098	70,523,098	598,472
120/501210 Overtime Compensation	313,002	309,397	350,000	350,000	40,603
130/501320 Salaries and Wages of Extra Employees	90,763	30,995			(30,995)
136/501400 Differential Pay	9,293	20,000	20,000	20,000	
169/501490 Reclassification of Position Adjustments			501,985	501,985	501,985
170/501510 Mandatory Medicare Costs	35,235				
183/501770 Seminars for Professional Employees	8,419	8,500	12,000	12,000	3,500
185/501810 Professional and Technical Membership Fees	4,394	4,850	4,850	4,850	
186/501860 Training Programs for Staff Personnel	14,588	27,000	46,500	46,500	19,500
190/501970 Transportation and Other Travel Expenses for Employees	10,584	21,609	21,609	21,609	
Personal Services Total	55,373,430	70,346,977	71,415,639	71,415,639	1,068,662
Contractual Services					
214/520030 Armored Car Service	4,995	30,399	41,648	41,648	11,249
220/520150 Communication Services	7,651	26,918	27,750	27,750	832
225/520260 Postage	629,710	684,381	960,000	960,000	275,619
228/520280 Delivery Services	46	485	300	300	(185)
240/520490 External Graphics and Reproduction Services	186,668	353,438	421,120	421,120	67,682
241/520491 Internal Graphics and Reproduction Services	49,459	194,700	221,000	221,000	26,300
245/520610 Advertising For Specific Purposes	184,248	255,840	232,000	232,000	(23,840)
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	23,496	24,000	24,000	24,000	
260/520830 Professional and Managerial Services		2,175			(2,175)
261/520890 Legal Fees Regarding Labor Matters	95,122	102,090	120,000	120,000	17,910
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	50,795	56,454	58,200	58,200	1,746
Contractual Services Total	1,232,189	1,730,880	2,106,018	2,106,018	375,138
Supplies and Materials					
350/530600 Office Supplies	161,152	233,594	290,817	290,817	57,223
353/530640 Books, Periodicals, Publications, Archives and Data Services	20,180	20,677	17,763	17,763	(2,914)
353/530675 County Wide Lexis-Nexis Contract			7,814	7,814	7,814
388/531650 Computer Operation Supplies	65,904	101,246	154,966	154,966	53,720
Supplies and Materials Total	247,236	355,517	471,360	471,360	115,843
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	74,258	103,200	106,917	106,917	3,717
441/540170 Maintenance and Repair of Data Processing Equipment and Software	172,595	526,031	253,102	253,102	(272,929)
444/540250 Maintenance and Repair of Automotive Equipment	6,551	7,760	8,000	8,000	240
445/540290 Operation of Automotive Equipment	4,685	7,760	8,000	8,000	240
449/540310 Op., Maint. and Repair of Institutional Equipment		15,811	16,300	16,300	489
470/540390 Operating Costs for the Richard J. Daley Center	1,188,022	1,584,029	1,584,029	1,584,029	
Operations and Maintenance Total	1,446,111	2,244,591	1,976,348	1,976,348	(268,243)
Rental and Leasing					
630/550010 Rental of Office Equipment	381,582	520,898	359,067	359,067	(161,831)
630/550018 County Wide Canon Photocopier Lease			209,932	209,932	209,932
660/550130 Rental of Facilities	193,960	206,000	259,700	259,700	53,700
Rental and Leasing Total	575,542	726,898	828,699	828,699	101,801

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
CLERK OF THE CIRCUIT COURT

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(1,847,379)	(1,868,958)	(1,868,958)	(21,579)
Contingency and Special Purposes Total		(1,847,379)	(1,868,958)	(1,868,958)	(21,579)
Operating Funds Total	58,874,508	73,557,484	74,929,106	74,929,106	1,371,622
(717) New/Replacement Capital Equipment					
521/560420 Institutional Equipment			7,650		
530/560510 Office Furnishings and Equipment	47,532		118,210	62,645	62,645
549/560610 Vehicle Purchase			30,000	30,000	30,000
579/560450 Computer Equipment			1,080,000	855,000	855,000
	47,532		1,235,860	947,645	947,645
Total Capital Equipment Request Total	47,532		1,235,860	947,645	947,645

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
CLERK OF THE CIRCUIT COURT - SPECIAL PURPOSE FUNDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	10,444,863	10,685,574	12,713,339	12,713,339	2,027,765
120/501210 Overtime Compensation	4,614	14,348			(14,348)
124/501250 Employee Health Insurance Allotment	800	800			(800)
130/501320 Salaries and Wages of Extra Employees	455	455			(455)
136/501400 Differential Pay	10,845	16,000	16,000	16,000	
169/501490 Reclassification of Position Adjustments			35,026	35,026	35,026
170/501510 Mandatory Medicare Costs	145,404	200,729	206,542	206,542	5,813
174/501570 Pension	886,469	1,181,959	1,181,959	1,181,959	
175/501590 Life Insurance Program	22,053	31,969	33,425	33,425	1,456
176/501610 Health Insurance	2,146,728	3,313,652	3,285,200	3,285,200	(28,452)
177/501640 Dental Insurance Plan	58,444	86,856	95,371	95,371	8,515
179/501690 Vision Care Insurance	20,909	30,972	31,854	31,854	882
183/501770 Seminars for Professional Employees	1,492	2,750	1,250	1,250	(1,500)
185/501810 Professional and Technical Membership Fees	1,260	1,900	2,460	2,460	560
186/501860 Training Programs for Staff Personnel	2,517	4,000	4,000	4,000	
190/501970 Transportation and Other Travel Expenses for Employees	4,639	6,500	2,241	2,241	(4,259)
Personal Services Total	13,751,491	15,578,464	17,608,667	17,608,667	2,030,203
Contractual Services					
225/520260 Postage	40,000	40,000			(40,000)
240/520490 External Graphics and Reproduction Services	141,610	438,500	725,300	725,300	286,800
260/520830 Professional and Managerial Services	106,531	114,548	223,000	223,000	108,452
Contractual Services Total	288,141	593,048	948,300	948,300	355,252
Supplies and Materials					
320/530100 Wearing Apparel			5,000	5,000	5,000
350/530600 Office Supplies	17,936	33,995	41,091	41,091	7,096
353/530640 Books, Periodicals, Publications, Archives and Data Services	853	2,225	1,808	1,808	(417)
355/530700 Photographic and Reproduction Supplies	17,155	48,500	50,000	50,000	1,500
388/531650 Computer Operation Supplies	126,981	164,250	157,000	157,000	(7,250)
Supplies and Materials Total	162,925	248,970	254,899	254,899	5,929
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	10,132	35,000	45,000	45,000	10,000
441/540170 Maintenance and Repair of Data Processing Equipment and Software	334,275	704,000	1,081,867	1,081,867	377,867
444/540250 Maintenance and Repair of Automotive Equipment	29,900	50,477	54,100	54,100	3,623
445/540290 Operation of Automotive Equipment	32,723	48,500	60,000	60,000	11,500
449/540310 Op., Maint. and Repair of Institutional Equipment		13,690	17,000	17,000	3,310
Operations and Maintenance Total	407,029	851,667	1,257,967	1,257,967	406,300
Capital Equipment and Improvements					
579/560450 Computer Equipment	390,614	853,688	60,000	60,000	(793,688)
599/567510 Reimbursement for Capital Equipment	177,423	177,423	177,423	177,423	
Capital Equipment and Improvements Total	568,037	1,031,111	237,423	237,423	(793,688)
Rental and Leasing					
630/550010 Rental of Office Equipment	210,650	245,000	245,000	245,000	
660/550130 Rental of Facilities	724,671	788,901	638,461	638,461	(150,440)
Rental and Leasing Total	935,321	1,033,901	883,461	883,461	(150,440)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
CLERK OF THE CIRCUIT COURT - SPECIAL PURPOSE FUNDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>Contingency and Special Purposes</u>					
814/580380 Appropriation Adjustments		40,527			(40,527)
818/580033 Reimbursement to Designated Fund		450,000	450,000	450,000	
Contingency and Special Purposes Total		490,527	450,000	450,000	(40,527)
Operating Funds Total	16,112,944	19,827,688	21,640,717	21,640,717	1,813,029
<u>(717) New/Replacement Capital Equipment</u>					
530/560510 Office Furnishings and Equipment			475,106	6,576	6,576
549/560610 Vehicle Purchase	(26,010)		186,000	186,000	186,000
579/560450 Computer Equipment	174,651		575,000	350,000	350,000
	148,641		1,236,106	542,576	542,576
Total Capital Equipment Request Total	148,641		1,236,106	542,576	542,576

DEPARTMENT OVERVIEW

335 CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Mission

Serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

Mandates and Key Activities

- The Clerk's Office services more than 400 judges who hear traffic, civil, criminal, juvenile, and all other types of cases originating in Chicago and Suburban Cook County.
- The Clerk's Office, on an annual basis, accepts approximately 1.6 million new cases, staffs over 5 million court hearings, handles approximately 133 million public inquiries, processes about 19 million case activities, and manages over 70 linear miles of files.
- The Clerk's Office maintains a computerized record of each court case and continues to update the case throughout its duration.
- The Clerk's Office is mandated by 270 Fine and Fee Statutes to collect and disburse all filing fees and fines for the Circuit Court (705 ILCS 105/27.2A) and is governed by the Illinois Clerks of Court Act (705 ILCS 105).
- The Clerk's Office continues to review operations, reorganize and streamline departments and bureaus for cost savings initiatives and greater effectiveness.
- The Clerk's Office continues to improve management techniques and enhance financial accountability and seeks opportunities for revenue growth and minimization of operating costs.
- The Clerk's Office deploys electronic tools, such as document imaging, and e-filing mechanisms to increase employee effectiveness and efficiency as well as improve service to customers and all stakeholders.

Discussion of 2013 Activities and 2014 Initiatives

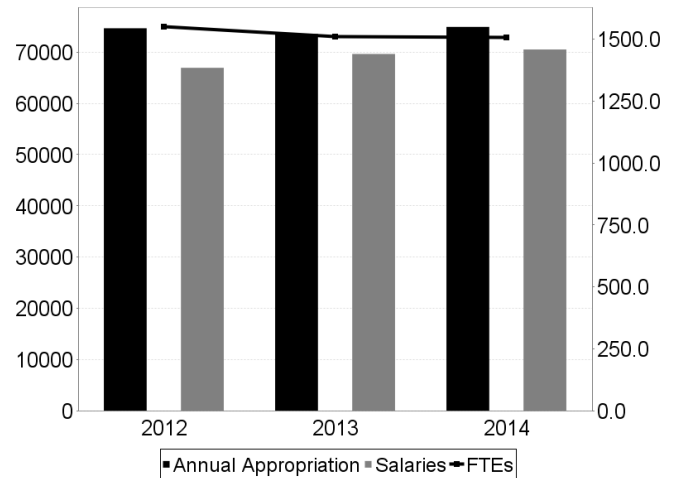
In 2013, the Clerk's Office recorded an increase in the number of registered users and the number of transactions in commercial litigation cases.

The Office has initiated a needs analysis for the replacement of the existing legacy electronic case management system for civil and criminal areas of law.

The Clerk's Office is completing the implementation of a fully integrated Court Records Imaging and Document Management System (IDMS). The effort eliminates the multiple handling of documents.

Mobile Connect has been initiated to give court users access to perform searches of the docket and case information system on their cell phones or i-pads saving them time and transportation costs.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Public Safety Fund	74,667.9	73,557.5	74,929.1
	Adopted	Adopted	Recommended
FTE Positions	1,549.8	1,511.7	1,505.7



STAR Goals/Key Performance Indicators

- ★ **Expand e-Filing** – With AOIC approval of e-Filing to expand to additional departments e-Filing pilot for commercial litigation registered 11,588 users in 4,427 transactions up to March 13, 2013 and serves the filing needs of court users by reducing paper work, transportation cost saving time, and granting continuous online access.
- ★ **Imaging and Document Management System (IDMS)** – IDMS solution allows court staff to image court records at the time of filing and to manage that record in a document repository. The effort eliminates handling of court documents numerous times. The Clerk's Office is expanding the program further into other areas of law.
- ★ **Electronic Ticketing (e-Tickets)** – The Clerk of the Circuit Court is in partnership with County municipalities in electronic ticketing, allowing County law enforcement agencies to issue tickets and process data electronically. The program enhances data integrity, eliminates data redundancy and permits tickets to be viewed online by judges.
- ★ **Case Management Needs Analysis** – The Needs Analysis will examine several case management systems and provide recommendations for a fully integrated justice system in the court operations divisions of the Clerk's Office.
- ★ **Searches With Mobile Connect** – Searches with Mobile Connect have continued to give court users phone or i-pad access to the docket and the case information system thereby saving all court users time and transportation costs.

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Expand e-Filing. Users & transactions. Further expansion upon AOIC approval.	13,000	17,000	17,000+
Expand e-Tickets to additional law enforcement agencies	21	25+	128
Expansion of IDMS to Other Areas of Law (Number of Divisions)	8	8+	8+

DEPARTMENT OVERVIEW

335 CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Programs

Electronic Filing (e-Filing)

The approval by AOIC expanding e-Filing to all civil case types and making it available to attorneys and self-represented litigants will save time, reduce transportation costs and ease congestion in the court corridors.

Electronic Ticketing (e-Tickets)

E-Tickets allows law enforcement agencies across the County to issue tickets and process data at traffic stops. The program stands to enhance data integrity, eliminating the need for data entry and permits tickets to be viewed online by judges.

Imaging and Document Management System (IDMS)

IDMS solution allows Clerk's Office court staff to image filed court records and to manage the records in a document repository. The effort eliminates multiple handling of court documents and is being expanded into all areas of law.

Interactive Orders System Project

The Clerk's Office is partnering with the Chief Judge of the Circuit Court in deploying a touch screen user interface to allow judges to enter court orders based on predefined judicial business process flows. The project stands to provide for ease of data exchange to other judicial partners.

Collection of Revenue by Collection Agencies

The Clerk's Office continues to work with collection agencies at no cost to the County to enhance collection of delinquent fines, fees and penalties.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(64,403)	(64,403)	(64,403)
110/501010 Salaries and Wages of Regular Employees	54,887,152	69,924,626	70,523,098	70,523,098	598,472
120/501210 Overtime Compensation	313,002	309,397	350,000	350,000	40,603
130/501320 Salaries and Wages of Extra Employees	90,763	30,995			(30,995)
136/501400 Differential Pay	9,293	20,000	20,000	20,000	
169/501490 Reclassification of Position Adjustments			501,985	501,985	501,985
170/501510 Mandatory Medicare Costs	35,235				
183/501770 Seminars for Professional Employees	8,419	8,500	12,000	12,000	3,500
185/501810 Professional and Technical Membership Fees	4,394	4,850	4,850	4,850	
186/501860 Training Programs for Staff Personnel	14,588	27,000	46,500	46,500	19,500
190/501970 Transportation and Other Travel Expenses for Employees	10,584	21,609	21,609	21,609	
Personal Services Total	55,373,430	70,346,977	71,415,639	71,415,639	1,068,662
Contractual Services					
214/520030 Armored Car Service	4,995	30,399	41,648	41,648	11,249
220/520150 Communication Services	7,651	26,918	27,750	27,750	832
225/520260 Postage	629,710	684,381	960,000	960,000	275,619
228/520280 Delivery Services	46	485	300	300	(185)
240/520490 External Graphics and Reproduction Services	186,668	353,438	421,120	421,120	67,682
241/520491 Internal Graphics and Reproduction Services	49,459	194,700	221,000	221,000	26,300
245/520610 Advertising For Specific Purposes	184,248	255,840	232,000	232,000	(23,840)
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	23,496	24,000	24,000	24,000	
260/520830 Professional and Managerial Services		2,175			(2,175)
261/520890 Legal Fees Regarding Labor Matters	95,122	102,090	120,000	120,000	17,910
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	50,795	56,454	58,200	58,200	1,746
Contractual Services Total	1,232,189	1,730,880	2,106,018	2,106,018	375,138
Supplies and Materials					
350/530600 Office Supplies	161,152	233,594	290,817	290,817	57,223
353/530640 Books, Periodicals, Publications, Archives and Data Services	20,180	20,677	17,763	17,763	(2,914)
353/530675 County Wide Lexis-Nexis Contract			7,814	7,814	7,814
388/531650 Computer Operation Supplies	65,904	101,246	154,966	154,966	53,720
Supplies and Materials Total	247,236	355,517	471,360	471,360	115,843
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	74,258	103,200	106,917	106,917	3,717
441/540170 Maintenance and Repair of Data Processing Equipment and Software	172,595	526,031	253,102	253,102	(272,929)
444/540250 Maintenance and Repair of Automotive Equipment	6,551	7,760	8,000	8,000	240
445/540290 Operation of Automotive Equipment	4,685	7,760	8,000	8,000	240
449/540310 Op., Maint. and Repair of Institutional Equipment		15,811	16,300	16,300	489
470/540390 Operating Costs for the Richard J. Daley Center	1,188,022	1,584,029	1,584,029	1,584,029	
Operations and Maintenance Total	1,446,111	2,244,591	1,976,348	1,976,348	(268,243)
Rental and Leasing					
630/550010 Rental of Office Equipment	381,582	520,898	359,067	359,067	(161,831)
630/550018 County Wide Canon Photocopier Lease			209,932	209,932	209,932
660/550130 Rental of Facilities	193,960	206,000	259,700	259,700	53,700
Rental and Leasing Total	575,542	726,898	828,699	828,699	101,801
Contingency and Special Purposes					

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(1,847,379)	(1,868,958)	(1,868,958)	(21,579)
Contingency and Special Purposes Total		(1,847,379)	(1,868,958)	(1,868,958)	(21,579)
Operating Funds Total	58,874,508	73,557,484	74,929,106	74,929,106	1,371,622
<u>(717) New/Replacement Capital Equipment - 71700335</u>					
521/560420 Institutional Equipment			7,650		
530/560510 Office Furnishings and Equipment	47,532		118,210	62,645	62,645
549/560610 Vehicle Purchase			30,000	30,000	30,000
579/560450 Computer Equipment			1,080,000	855,000	855,000
	47,532		1,235,860	947,645	947,645
Capital Equipment Request Total	47,532		1,235,860	947,645	947,645

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013	Approved & Adopted	Department	Request	President's	Recommendation
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Clerk of the Circuit Court								
01 Executive Office - 3350766								
0002	Clerk of the Circuit Court	SJU	1.0	105,000	1.0	105,000	1.0	105,000
5488	Assistant Chief Deputy Clerk III	22	1.0	84,310	1.0	86,035	1.0	86,035
0548	Deputy Clerk of Circuit Court	20	1.0	79,244				
5804	Administrative Support VIII-CCC	20			1.0	80,901	1.0	80,901
5517	General Ledger Specialist	19			2.0	67,070	2.0	67,070
0050	Administrative Assistant IV	18	1.0	71,287				
5678	Accountant VII-Clerk of the Circuit Court	18			1.0	72,782	1.0	72,782
0047	Administrative Assistant II	14	1.0	36,650				
5742	Manager I-CCC	14			1.0	37,418	1.0	37,418
5545	General Office Assistant III	11	1.0	39,438	1.0	40,248	1.0	40,248
5544	General Office Assistant I	09	2.0	65,722				
			8.0	\$481,651	8.0	\$489,454	8.0	\$489,454
02 Electronic Citation Fund - 3351107								
4220	Clerk IV, Senior (Courts)	10	6.0	239,313	6.0	239,941	6.0	239,941
0906	Clerk IV	10		1		1		1
			6.0	\$239,314	6.0	\$239,942	6.0	\$239,942
03 Child Support Fund - 3351108								
5744	Manager III-CCC	17	1.0	62,375	2.0	114,178	2.0	114,178
0639	Investigator II	16			1.0	66,165	1.0	66,165
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16				1		1
5685	Courtroom Manager I-Clerk of the Circuit Court	16	1.0	59,934	1.0	62,217	1.0	62,217
0608	Court Clerk/Trainer	15	2.0	123,270	2.0	123,270	2.0	123,270
0552	Court Clerk II	14	1.0	57,254	1.0	57,255	1.0	57,255
4802	File Manager I	14			1.0	55,339	1.0	55,339
0142	Accountant II	13	1.0	50,786	1.0	52,570	1.0	52,570
0551	Court Clerk I	13	2.0	104,112	2.0	104,617	2.0	104,617
0046	Administrative Assistant I	12	5.0	241,854	5.0	244,226	5.0	244,226
0637	Investigator Aide	12			1.0	47,422	1.0	47,422
0907	Clerk V	11	2.0	87,693	4.0	177,859	4.0	177,859
5629	Cashier II Senior-Clerk of the Circuit Court	11			1.0	44,280	1.0	44,280
4220	Clerk IV, Senior (Courts)	10	1.0	40,465	2.0	92,061	2.0	92,061
			16.0	\$827,743	24.0	\$1,241,460	24.0	\$1,241,460
02 Inspector General								
01 Inspector General - 3350201								
5797	Inspector General/Associate Clerk (Investigations & Audit Services)	24	1.0	111,000	1.0	111,000	1.0	111,000
0640	Investigator III	18	1.0	47,252				
0638	Investigator I	14			1.0	48,236	1.0	48,236
			2.0	\$158,252	2.0	\$159,236	2.0	\$159,236
04 Investigations - 3350204								
5497	Chief Deputy Clerk IV	23	1.0	106,444	1.0	91,599	1.0	91,599
4800	Director of Investigations-Clerk of the Circuit Court	21	1.0	80,831	1.0	61,530	1.0	61,530
0641	Investigator IV	20	4.0	249,954	1.0	81,719	1.0	81,719
5486	Assistant Chief Deputy Clerk I	20	1.0	79,248	1.0	71,387	1.0	71,387
0639	Investigator II	16			3.0	174,027	3.0	174,027
			7.0	\$516,477	7.0	\$480,262	7.0	\$480,262

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013	Approved & Adopted	Department	Request	President's	Recommendation
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
05 Audit Services - 3350205								
5517	General Ledger Specialist	19			1.0	29,200	1.0	29,200
5743	Manager II-CCC	15	1.0	44,432	1.0	45,362	1.0	45,362
4210	Data Entry Operator II, Sr (Courts)	10			1.0	39,381	1.0	39,381
4220	Clerk IV, Senior (Courts)	10			1.0	39,381	1.0	39,381
0906	Clerk IV	10	1.0	36,767				
0954	Data Entry Operator II	09	1.0	35,269				
5542	Data Auditor I	09	2.0	60,530	1.0	30,948	1.0	30,948
			5.0	\$176,998	5.0	\$184,272	5.0	\$184,272
04 Chief Financial Officer								
01 Chief Financial Officer - 3350401								
0120	Chief Financial Officer	24	1.0	119,000	1.0	119,000	1.0	119,000
0050	Administrative Assistant IV	18	1.0	67,502				
5802	Administrative Support VI-CCC	18			1.0	68,866	1.0	68,866
0144	Accountant IV	17	1.0	67,325				
5729	Executive Assistant I-CCC	17			1.0	68,523	1.0	68,523
			3.0	\$253,827	3.0	\$256,389	3.0	\$256,389
02 Comptroller - 3350402								
5596	Assistant Comptroller-Clerk of the Circuit Court	22	2.0	207,850	2.0	173,633	2.0	173,633
0548	Deputy Clerk of Circuit Court	20	1.0	76,909				
5486	Assistant Chief Deputy Clerk I	20			1.0	78,516	1.0	78,516
0145	Accountant V	19	1.0	79,250				
5747	Manager VI-CCC	19			1.0	80,909	1.0	80,909
0050	Administrative Assistant IV	18	1.0	44,640				
0640	Investigator III	18		1		1		1
1111	Systems Analyst II	18	1.0	66,781				
5746	Manager V-CCC	18			1.0	68,176	1.0	68,176
5809	Bookkeeper X-CCC	18			1.0	45,576	1.0	45,576
0554	Court Clerk IV	17	2.0	126,296				
5745	Manager IV-CCC	17			2.0	128,898	2.0	128,898
0048	Administrative Assistant III	16	3.0	185,013				
1110	Systems Analyst I	16	1.0	60,770				
5676	Accountant V-Clerk of the Circuit Court	16			1.0	62,325	1.0	62,325
5684	Assistant Manager V-Clerk of the Circuit Court	16			1.0	63,682	1.0	63,682
5807	Bookkeeper VIII-CCC	16			2.0	124,467	2.0	124,467
0143	Accountant III	15	3.0	143,443				
0517	Legal Secretary	15	1.0	49,268				
0703	Personnel Analyst II	15	1.0	51,332				
0608	Court Clerk/Trainer	15			1.0	61,635	1.0	61,635
5535	Assistant Manager III - Court Operations	15			1.0	53,478	1.0	53,478
5675	Accountant IV-Clerk of the Circuit Court	15			1.0	47,832	1.0	47,832
5743	Manager II-CCC	15			1.0	50,298	1.0	50,298
5757	MIS Technician IV-CCC	15			1.0	46,047	1.0	46,047
5799	Administrative Support III-CCC	15			1.0	52,405	1.0	52,405
0047	Administrative Assistant II	14	3.0	144,107				
0174	Bookkeeper IV	14	1.2	88,571	1.0	57,255	1.0	57,255
5534	Assistant Manager III-Finance	14			1.0	54,581	1.0	54,581
5636	Accountant II Senior - Clerk of the Circuit Court	14			1.0	57,255	1.0	57,255
5798	Administrative Support II-CCC	14			1.0	45,892	1.0	45,892

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5805	Bookkeeper VI-CCC	14			1.0	46,619	1.0	46,619
0142	Accountant II	13	6.0	298,993	5.0	249,130	5.0	249,130
0551	Court Clerk I	13			1.0	41,025	1.0	41,025
5639	Administrative Assistant I Senior (CCC)	13			1.0	50,788	1.0	50,788
0046	Administrative Assistant I	12	5.0	239,482	1.0	47,422	1.0	47,422
5532	Assistant Manager I - Court Operations	12	1.0	44,920	1.0	45,855	1.0	45,855
5635	Accountant I Senior - Clerk of the Circuit Court	12			4.0	189,688	4.0	189,688
0141	Accountant I	11	8.0	341,925	7.0	307,607	7.0	307,607
0173	Bookkeeper III	11	2.0	90,773	2.0	90,773	2.0	90,773
0907	Clerk V	11	2.0	79,085	1.0	43,412	1.0	43,412
0955	Data Entry Operator III	11	1.0	42,249	1.0	43,193	1.0	43,193
4220	Clerk IV, Senior (Courts)	10			7.0	277,400	7.0	277,400
0906	Clerk IV	10	7.0	256,879	1.0	36,767	1.0	36,767
5627	Bookkeeper II Senior-Clerk of the Circuit Court	10			1.0	40,465	1.0	40,465
0172	Bookkeeper II	09	1.0	37,775				
			54.2	\$2,756,312	56.0	\$2,863,005	56.0	\$2,863,005
05 Compensation Services - 3350405								
5779	Director of System Decision Support	24			1.0	50,585	1.0	50,585
0529	Chief Deputy Clerk of Court	23	1.0	92,072				
5490	Executive Assist to the Clerk	23	1.0	103,221				
5497	Chief Deputy Clerk IV	23			1.0	94,003	1.0	94,003
5733	Executive Assistant VII-CCC	23			1.0	105,379	1.0	105,379
5744	Manager III-CCC	17			2.0	100,145	2.0	100,145
0048	Administrative Assistant III	16	1.0	52,627				
0584	Violations Supervisor I	16	1.0	57,528				
5772	Personnel Analyst III-CCC	16			1.0	53,729	1.0	53,729
0047	Administrative Assistant II	14	1.0	49,078				
0244	Payroll Division Supervisor II	14	1.0	50,584				
5739	General Office Assistant VI - CCC	14			1.0	50,104	1.0	50,104
5533	Timekeeper/Administrative Assistant	13	1.0	40,617				
5654	Manager	12	1.0	35,856	1.0	36,606	1.0	36,606
5537	Time Auditor I	09	1.0	32,739	1.0	33,415	1.0	33,415
			9.0	\$514,322	9.0	\$523,966	9.0	\$523,966
06 Financial Planning & Control - 3350406								
0529	Chief Deputy Clerk of Court	23	1.0	100,649				
5497	Chief Deputy Clerk IV	23			1.0	102,752	1.0	102,752
0294	Administrative Analyst IV	22	1.0	96,782				
5496	Chief Deputy Clerk III	22			1.0	98,802	1.0	98,802
0051	Administrative Assistant V	20	1.0	67,436				
5486	Assistant Chief Deputy Clerk I	20			1.0	68,845	1.0	68,845
0144	Accountant IV	17		1		1		1
0202	Budget Analyst II	17			1.0	67,542	1.0	67,542
0705	Personnel Analyst III	17	1.0	66,166				
0048	Administrative Assistant III	16	1.0	50,497				
5775	Procurement Analyst III - CCC	16			1.0	51,513	1.0	51,513
0047	Administrative Assistant II	14	3.0	129,362				
5534	Assistant Manager III-Finance	14			1.0	45,124	1.0	45,124
5739	General Office Assistant VI - CCC	14			1.0	40,244	1.0	40,244
5774	Procurement Analyst I - CCC	14			1.0	46,697	1.0	46,697
0046	Administrative Assistant I	12	1.0	35,546	1.0	46,495	1.0	46,495

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5540	Purchasing Specialist III	12	1.0	38,035	1.0	38,826	1.0	38,826
			10.0	\$584,474	10.0	\$606,841	10.0	\$606,841
05 Executive Clerk for Public Policy								
01 Executive Clerk for Public Policy - 3350501								
0010	Associate Clerk of the Circuit Court	24	1.0	125,000				
5727	Chief of Staff/Executive Clerk Public Policy & Human Resources	24			1.0	125,000	1.0	125,000
0529	Chief Deputy Clerk of Court	23	1.0	96,460				
5497	Chief Deputy Clerk IV	23			1.0	98,430	1.0	98,430
5488	Assistant Chief Deputy Clerk III	22	1.0	83,013	1.0	84,754	1.0	84,754
5517	General Ledger Specialist	19			1.0	35,883	1.0	35,883
0050	Administrative Assistant IV	18	1.0	65,666				
5746	Manager V-CCC	18			1.0	67,041	1.0	67,041
0047	Administrative Assistant II	14	1.0	43,337				
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	44,244	1.0	44,244
5544	General Office Assistant I	09	1.0	32,451				
			6.0	\$445,927	6.0	\$455,352	6.0	\$455,352
02 General Services - 3350502								
0010	Associate Clerk of the Circuit Court	24	1.0	119,000				
5728	Executive Clerk-Court Operations (CCC)	24			1.0	119,000	1.0	119,000
0050	Administrative Assistant IV	18	1.0	56,896				
5746	Manager V-CCC	18			1.0	58,058	1.0	58,058
5744	Manager III-CCC	17			1.0	62,178	1.0	62,178
0048	Administrative Assistant III	16	1.0	60,909				
0047	Administrative Assistant II	14	1.0	41,549				
5534	Assistant Manager III-Finance	14			1.0	41,652	1.0	41,652
0551	Court Clerk I	13			1.0	40,465	1.0	40,465
0046	Administrative Assistant I	12	2.0	99,588	1.0	49,795	1.0	49,795
0907	Clerk V	11	2.0	90,773	2.0	92,435	2.0	92,435
4220	Clerk IV, Senior (Courts)	10	2.0	76,011	3.0	115,248	3.0	115,248
0906	Clerk IV	10	2.0	67,893				
			12.0	\$612,619	11.0	\$578,831	11.0	\$578,831
03 Public Information - 3350503								
0010	Associate Clerk of the Circuit Court	24	1.0	110,000	1.0	104,000	1.0	104,000
5488	Assistant Chief Deputy Clerk III	22	1.0	98,276	1.0	100,340	1.0	100,340
0051	Administrative Assistant V	20	1.0	71,511				
5741	Intergovernmental Affairs Officer	20			1.0	72,976	1.0	72,976
5517	General Ledger Specialist	19			1.0	36,342	1.0	36,342
5546	General Office Assistant IV	12	1.0	40,247		1		1
5544	General Office Assistant I	09	1.0	35,611				
			5.0	\$355,645	4.0	\$313,659	4.0	\$313,659
04 Human Resources - 3350504								
5793	Chief Human Resources Officer-CCC	24			1.0	114,052	1.0	114,052
0348	Director of Research	23	1.0	116,153				
0529	Chief Deputy Clerk of Court	23	1.0	108,845				
1114	Systems Analyst V	23	1.0	95,677				
2177	Personnel Director II	23	1.0	84,199				
5497	Chief Deputy Clerk IV	23			3.0	294,660	3.0	294,660
5488	Assistant Chief Deputy Clerk III	22	1.0	98,115	1.0	100,162	1.0	100,162
0051	Administrative Assistant V	20	1.0	76,064				
1112	Systems Analyst III	20	1.0	75,767				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5486	Assistant Chief Deputy Clerk I	20			1.0	77,350	1.0	77,350
5804	Administrative Support VIII-CCC	20			1.0	77,654	1.0	77,654
5744	Manager III-CCC	17			1.0	61,072	1.0	61,072
0048	Administrative Assistant III	16	2.0	118,619				
0739	Labor Relations Analyst	16			1.0	60,027	1.0	60,027
0553	Court Clerk III	16	1.0	58,119				
5772	Personnel Analyst III-CCC	16			1.0	59,329	1.0	59,329
0047	Administrative Assistant II	14	3.0	133,167				
5771	Personnel Analyst I - CCC	14			1.0	44,645	1.0	44,645
5798	Administrative Support II-CCC	14			2.0	91,280	2.0	91,280
5532	Assistant Manager I - Court Operations	12	1.0	35,678	1.0	36,423	1.0	36,423
5545	General Office Assistant III	11	1.0	39,696	1.0	40,496	1.0	40,496
			15.0	\$1,040,099	15.0	\$1,057,150	15.0	\$1,057,150
06 Executive Clerk for Operations								
01 Executive Clerk for Operations - 3350601								
0010	Associate Clerk of the Circuit Court	24	1.0	112,000	1.0	110,000	1.0	110,000
5500	Executive Assistant to the Chief & Executive Clerk	22	1.0	83,205				
5732	Executive Assistant VI - CCC	22			1.0	84,951	1.0	84,951
0050	Administrative Assistant IV	18	1.0	55,208				
5802	Administrative Support VI-CCC	18			1.0	56,346	1.0	56,346
			3.0	\$250,413	3.0	\$251,297	3.0	\$251,297
02 Special Projects - 3350602								
0051	Administrative Assistant V	20	1.0	75,743				
5748	Manager VII-CCC	20			1.0	77,329	1.0	77,329
			1.0	\$75,743	1.0	\$77,329	1.0	\$77,329
03 Records Management - 3350603								
0608	Court Clerk/Trainer	15			1.0	57,550	1.0	57,550
0046	Administrative Assistant I	12	1.0	40,465				
5546	General Office Assistant IV	12	1.0	37,473		1		1
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			1.0	47,422	1.0	47,422
4220	Clerk IV, Senior (Courts)	10	1.0	37,775	1.0	40,465	1.0	40,465
0906	Clerk IV	10	1.0	33,830	1.0	36,205	1.0	36,205
			4.0	\$149,543	4.0	\$181,643	4.0	\$181,643
04 Appeals - 3350604								
0529	Chief Deputy Clerk of Court	23	1.0	98,732				
5497	Chief Deputy Clerk IV	23			1.0	100,803	1.0	100,803
5488	Assistant Chief Deputy Clerk III	22			1.0	106,731	1.0	106,731
5498	Court Operations Administrative Project Manager	22	1.0	104,545				
5517	General Ledger Specialist	19			1.0	34,192	1.0	34,192
0046	Administrative Assistant I	12	4.0	196,804	4.0	196,804	4.0	196,804
5545	General Office Assistant III	11	1.0	40,720	1.0	41,565	1.0	41,565
4210	Data Entry Operator II, Sr (Courts)	10			1.0	39,576	1.0	39,576
4220	Clerk IV, Senior (Courts)	10	2.0	82,376	5.0	200,715	5.0	200,715
0906	Clerk IV	10	3.0	110,301				
0954	Data Entry Operator II	09	1.0	36,767				
5544	General Office Assistant I	09	1.0	33,506				
			14.0	\$703,751	14.0	\$720,386	14.0	\$720,386
05 General Counsel - 3350605								
5491	General Counsel-CCC	24	1.0	108,000	1.0	108,000	1.0	108,000

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5492	Deputy General Counsel-Clerk of the Circuit Court	22	1.0	70,658				
5738	Deputy General Counsel III - CCC	22			1.0	60,234	1.0	60,234
5493	Legal Analyst	20	1.0	76,485				
5737	Deputy General Counsel I - CCC	20			1.0	67,610	1.0	67,610
			3.0	\$255,143	3.0	\$235,844	3.0	\$235,844
07 County Wide Operations Bureau								
01 County-Wide Operations Bureau Administration - 3350701								
1108	Programmer IV	22	1.0	96,340				
5738	Deputy General Counsel III - CCC	22			1.0	98,352	1.0	98,352
			1.0	\$96,340	1.0	\$98,352	1.0	\$98,352
02 Chancery Division - 3350702								
0529	Chief Deputy Clerk of Court	23	1.0	90,323				
5497	Chief Deputy Clerk IV	23			1.0	92,214	1.0	92,214
0293	Administrative Analyst III	21	1.0	79,306				
5487	Assistant Chief Deputy Clerk II	21			1.0	80,909	1.0	80,909
0554	Court Clerk IV	17	1.0	60,212				
5745	Manager IV-CCC	17			1.0	61,472	1.0	61,472
0553	Court Clerk III	16	1.0	45,003				
5800	Administrative Support IV-CCC	16			1.0	45,927	1.0	45,927
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0047	Administrative Assistant II	14	1.0	43,190				
0552	Court Clerk II	14	3.0	171,765	3.0	171,765	3.0	171,765
5798	Administrative Support II-CCC	14			1.0	44,095	1.0	44,095
0142	Accountant II	13	1.0	53,328				
0551	Court Clerk I	13	17.0	883,137	15.0	769,314	15.0	769,314
5630	Cashier IV	13			1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	2.0	99,588	2.0	99,588	2.0	99,588
0228	Cashier III	12	1.0	35,435	1.0	47,422	1.0	47,422
1101	Computer Operator I	12			1.0	40,978	1.0	40,978
0227	Cashier II	10	2.0	78,762	2.0	78,930	2.0	78,930
4215	Warehouse Records Clerk I, Senior	10	1.0	35,608	1.0	30,678	1.0	30,678
4220	Clerk IV, Senior (Courts)	10	5.0	200,001	8.0	322,256	8.0	322,256
0906	Clerk IV	10	8.0	296,796	4.0	148,294	4.0	148,294
			46.0	\$2,234,089	44.0	\$2,148,805	44.0	\$2,148,805
03 Probate Division - 3350703								
0529	Chief Deputy Clerk of Court	23	1.0	106,189				
5497	Chief Deputy Clerk IV	23			1.0	108,340	1.0	108,340
0051	Administrative Assistant V	20	1.0	78,103				
5748	Manager VII-CCC	20			1.0	79,738	1.0	79,738
0555	Court Clerk V	18	1.0	64,716				
5746	Manager V-CCC	18			1.0	66,020	1.0	66,020
0048	Administrative Assistant III	16	1.0	61,922				
5800	Administrative Support IV-CCC	16			1.0	63,196	1.0	63,196
0608	Court Clerk/Trainer	15		1		1		1
0552	Court Clerk II	14	2.0	111,783	2.0	111,783	2.0	111,783
0142	Accountant II	13	1.0	50,788				
0551	Court Clerk I	13	10.0	492,647	10.0	449,897	10.0	449,897
5630	Cashier IV	13			1.0	50,788	1.0	50,788
0046	Administrative Assistant I	12	5.0	243,299	3.0	147,012	3.0	147,012
0228	Cashier III	12	1.0	47,085	1.0	48,968	1.0	48,968
0227	Cashier II	10	1.0	40,465	1.0	40,465	1.0	40,465

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4220	Clerk IV, Senior (Courts)	10	9.0	353,975	11.0	427,876	11.0	427,876
0906	Clerk IV	10	2.0	74,542				
			35.0	\$1,725,515	33.0	\$1,594,084	33.0	\$1,594,084
04 County Division - 3350704								
0529	Chief Deputy Clerk of Court	23	1.0	100,340				
5497	Chief Deputy Clerk IV	23			1.0	102,436	1.0	102,436
5488	Assistant Chief Deputy Clerk III	22	1.0	106,892	1.0	110,143	1.0	110,143
0048	Administrative Assistant III	16	1.0	57,638				
0553	Court Clerk III	16	1.0	48,012				
4804	File Manager III	16			1.0	58,844	1.0	58,844
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16			1.0	52,960	1.0	52,960
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	2.0	114,510	2.0	99,509	2.0	99,509
0551	Court Clerk I	13	8.0	412,928	8.0	412,928	8.0	412,928
0046	Administrative Assistant I	12	1.0	49,795	1.0	49,795	1.0	49,795
0228	Cashier III	12	1.0	47,422	1.0	47,422	1.0	47,422
0907	Clerk V	11	2.0	87,692	2.0	87,692	2.0	87,692
0227	Cashier II	10			1.0	37,773	1.0	37,773
4220	Clerk IV, Senior (Courts)	10	8.0	314,212	10.0	395,206	10.0	395,206
0906	Clerk IV	10	2.0	72,092	1.0	36,767	1.0	36,767
0226	Cashier I	09	1.0	36,767				
1021	Warehouse Records Clerk I	09	1.0	37,775				
			31.0	\$1,547,710	31.0	\$1,553,110	31.0	\$1,553,110
05 Law Division - 3350705								
0529	Chief Deputy Clerk of Court	23	1.0	104,025				
5497	Chief Deputy Clerk IV	23			1.0	106,201	1.0	106,201
5488	Assistant Chief Deputy Clerk III	22	1.0	94,075	1.0	96,045	1.0	96,045
0050	Administrative Assistant IV	18	1.0	71,865				
0555	Court Clerk V	18	1.0	70,175				
5687	Courtroom Manager III-Clerk of the Circuit Court	18			1.0	73,369	1.0	73,369
5746	Manager V-CCC	18			1.0	71,617	1.0	71,617
0554	Court Clerk IV	17	1.0	65,642				
5686	Courtroom Manager II-Clerk of the Circuit Court	17			1.0	67,017	1.0	67,017
5744	Manager III-CCC	17				1		1
0048	Administrative Assistant III	16	1.0	61,081				
0143	Accountant III	15	1.0	49,835				
0608	Court Clerk/Trainer	15	2.0	123,270	2.0	123,270	2.0	123,270
5743	Manager II-CCC	15			1.0	51,114	1.0	51,114
0047	Administrative Assistant II	14	1.0	43,357				
0174	Bookkeeper IV	14	1.0	57,255	1.0	57,255	1.0	57,255
0552	Court Clerk II	14	5.0	261,522	5.0	286,275	5.0	286,275
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	44,265	1.0	44,265
0142	Accountant II	13	1.0	53,328				
0936	Stenographer V	13	1.0	36,767	1.0	39,381	1.0	39,381
0551	Court Clerk I	13	52.0	2,612,374	48.0	2,389,905	48.0	2,389,905
5630	Cashier IV	13			2.0	103,259	2.0	103,259
0046	Administrative Assistant I	12	4.0	198,636	3.0	149,382	3.0	149,382
0228	Cashier III	12	1.0	47,422	1.0	47,422	1.0	47,422
1101	Computer Operator I	12				1		1

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			1.0	49,794	1.0	49,794
0907	Clerk V	11	6.0	248,215	6.0	272,319	6.0	272,319
0227	Cashier II	10	2.0	80,930	2.0	81,034	2.0	81,034
4220	Clerk IV, Senior (Courts)	10	11.0	435,566	15.0	600,490	15.0	600,490
0906	Clerk IV	10	10.0	361,674	5.0	180,285	5.0	180,285
0954	Data Entry Operator II	09	2.0	69,576	2.0	64,385	2.0	64,385
			106.0	\$5,146,590	101.0	\$4,954,086	101.0	\$4,954,086
08 Family Law Bureau								
01 Family Law Administration - 3350801								
0010	Associate Clerk of the Circuit Court	24	1.0	106,689	1.0	112,919	1.0	112,919
0050	Administrative Assistant IV	18	1.0	67,871				
0585	Violations Supervisor II	18	1.0	65,491				
5746	Manager V-CCC	18			1.0	66,863	1.0	66,863
5802	Administrative Support VI-CCC	18			1.0	69,292	1.0	69,292
5744	Manager III-CCC	17			1.0	42,941	1.0	42,941
0048	Administrative Assistant III	16	1.0	42,060				
0047	Administrative Assistant II	14	1.0	43,190				
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	44,095	1.0	44,095
			5.0	\$325,301	5.0	\$336,110	5.0	\$336,110
02 Domestic Relations Division - 3350802								
0529	Chief Deputy Clerk of Court	23	1.0	105,175				
5497	Chief Deputy Clerk IV	23			1.0	107,286	1.0	107,286
5488	Assistant Chief Deputy Clerk III	22	1.0	96,045	1.0	98,056	1.0	98,056
0050	Administrative Assistant IV	18	2.0	123,247				
5746	Manager V-CCC	18				1		1
5802	Administrative Support VI-CCC	18			1.0	69,612	1.0	69,612
5744	Manager III-CCC	17			1.0	44,367	1.0	44,367
1118	Data Processing Coordinator	16	1.0	52,405				
0553	Court Clerk III	16	1.0	43,476				
5684	Assistant Manager V-Clerk of the Circuit Court	16			1.0	53,503	1.0	53,503
0143	Accountant III	15	1.0	49,439				
0608	Court Clerk/Trainer	15	2.0	123,270	3.0	180,820	3.0	180,820
5681	Timekeeper-Administrative Assistant II-Clerk of the Circuit Court	15			1.0	50,451	1.0	50,451
0047	Administrative Assistant II	14	1.0	41,229				
0552	Court Clerk II	14	3.0	151,277	2.0	114,510	2.0	114,510
5534	Assistant Manager III-Finance	14			1.0	42,092	1.0	42,092
0142	Accountant II	13	1.0	50,788				
4200	Computer Operator I, Sr (Courts)	13	1.0	53,328				
0551	Court Clerk I	13	32.0	1,669,585	31.0	1,588,267	31.0	1,588,267
5630	Cashier IV	13			1.0	50,788	1.0	50,788
5639	Administrative Assistant I Senior (CCC)	13			1.0	53,328	1.0	53,328
1101	Computer Operator I	12			1.0	39,936	1.0	39,936
0907	Clerk V	11	2.0	79,826	1.0	32,912	1.0	32,912
5629	Cashier II Senior-Clerk of the Circuit Court	11			1.0	44,280	1.0	44,280
0227	Cashier II	10	2.0	74,521	3.0	118,143	3.0	118,143
4210	Data Entry Operator II, Sr (Courts)	10	1.0	40,465	1.0	40,465	1.0	40,465
4220	Clerk IV, Senior (Courts)	10	5.0	194,824	7.0	275,897	7.0	275,897
0906	Clerk IV	10	2.0	73,534				
0226	Cashier I	09	2.0	73,534				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5655	Personnel Specialist I	09	1.0	33,660				
5773	Personnel Specialist I - CCC	09			1.0	34,365	1.0	34,365
			62.0	\$3,129,628	60.0	\$3,039,079	60.0	\$3,039,079
03 Juvenile Child Protection Division - 3350803								
0529	Chief Deputy Clerk of Court	23	1.0	105,469				
5497	Chief Deputy Clerk IV	23			1.0	107,675	1.0	107,675
0554	Court Clerk IV	17	1.0	59,827				
5776	Procurement Analyst IV - CCC	17			1.0	61,031	1.0	61,031
0048	Administrative Assistant III	16	1.0	60,258				
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16			1.0	61,519	1.0	61,519
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0047	Administrative Assistant II	14	1.0	50,608				
0552	Court Clerk II	14	5.0	286,275	5.0	286,275	5.0	286,275
5534	Assistant Manager III-Finance	14			1.0	51,647	1.0	51,647
0551	Court Clerk I	13	10.0	496,868	9.0	446,289	9.0	446,289
0046	Administrative Assistant I	12	2.0	94,844	2.0	97,216	2.0	97,216
0907	Clerk V	11	3.0	131,972	3.0	122,870	3.0	122,870
4220	Clerk IV, Senior (Courts)	10	4.0	156,593	5.0	197,938	5.0	197,938
0906	Clerk IV	10	1.0	37,775				
			30.0	\$1,542,124	29.0	\$1,494,095	29.0	\$1,494,095
04 Juvenile Justice Division - 3350804								
0529	Chief Deputy Clerk of Court	23	2.0	195,442				
5497	Chief Deputy Clerk IV	23			2.0	199,521	2.0	199,521
1113	Systems Analyst IV	21	1.0	90,746				
5487	Assistant Chief Deputy Clerk II	21			1.0	92,634	1.0	92,634
0554	Court Clerk IV	17	1.0	64,591				
5734	File Manager IV-CCC	17			1.0	66,657	1.0	66,657
5744	Manager III-CCC	17			1.0	56,353	1.0	56,353
0553	Court Clerk III	16	1.0	55,241				
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0047	Administrative Assistant II	14	1.0	44,096				
0552	Court Clerk II	14	7.0	391,532	7.0	396,478	7.0	396,478
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	45,017	1.0	45,017
0551	Court Clerk I	13	7.0	358,056	7.0	363,136	7.0	363,136
0046	Administrative Assistant I	12	2.0	99,588	1.0	49,794	1.0	49,794
1101	Computer Operator I	12	1.0	47,422				
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			2.0	97,216	2.0	97,216
0907	Clerk V	11	3.0	131,722	3.0	131,722	3.0	131,722
0955	Data Entry Operator III	11	1.0	43,968	1.0	44,280	1.0	44,280
4210	Data Entry Operator II, Sr (Courts)	10	2.0	75,734	2.0	78,238	2.0	78,238
4220	Clerk IV, Senior (Courts)	10	3.0	121,396	6.0	223,841	6.0	223,841
0906	Clerk IV	10	3.0	110,301				
			36.0	\$1,891,470	36.0	\$1,906,522	36.0	\$1,906,522
05 Child Support Program - 3350805								
0551	Court Clerk I	13	4.0	204,906	5.0	257,240	5.0	257,240
4210	Data Entry Operator II, Sr (Courts)	10	1.0	40,465	1.0	40,465	1.0	40,465
4220	Clerk IV, Senior (Courts)	10	5.0	205,205	5.0	188,772	5.0	188,772
			10.0	\$450,576	11.0	\$486,477	11.0	\$486,477

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
09 Criminal Bureau								
01 Criminal Bureau Administration - 3350901								
0010	Associate Clerk of the Circuit Court	24	1.0	112,000	1.0	112,000	1.0	112,000
			1.0	\$112,000	1.0	\$112,000	1.0	\$112,000
02 Criminal Division - 3350902								
0529	Chief Deputy Clerk of Court	23	1.0	97,153				
5497	Chief Deputy Clerk IV	23			1.0	99,175	1.0	99,175
5488	Assistant Chief Deputy Clerk III	22	1.0	91,570				
5738	Deputy General Counsel III - CCC	22			1.0	93,490	1.0	93,490
0051	Administrative Assistant V	20	1.0	76,181				
5748	Manager VII-CCC	20			1.0	77,773	1.0	77,773
5517	General Ledger Specialist	19			1.0	34,207	1.0	34,207
0555	Court Clerk V	18	2.0	130,204				
5687	Courtroom Manager III-Clerk of the Circuit Court	18			1.0	73,961	1.0	73,961
5746	Manager V-CCC	18			1.0	58,934	1.0	58,934
0554	Court Clerk IV	17	1.0	65,920				
5686	Courtroom Manager II-Clerk of the Circuit Court	17			1.0	67,274	1.0	67,274
5744	Manager III-CCC	17			1.0	58,530	1.0	58,530
0048	Administrative Assistant III	16	1.0	57,329				
0553	Court Clerk III	16	2.0	121,474				
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16			1.0	61,425	1.0	61,425
5807	Bookkeeper VIII-CCC	16			1.0	62,591	1.0	62,591
0608	Court Clerk/Trainer	15	1.0	60,896	1.0	61,635	1.0	61,635
0047	Administrative Assistant II	14	1.0	46,727				
0552	Court Clerk II	14	4.0	229,020	4.0	226,332	4.0	226,332
5742	Manager I-CCC	14			1.0	47,703	1.0	47,703
0142	Accountant II	13	1.0	34,148	1.0	37,750	1.0	37,750
4200	Computer Operator I, Sr (Courts)	13	1.0	53,328				
0551	Court Clerk I	13	47.0	2,318,490	46.0	2,256,328	46.0	2,256,328
5638	Data Entry Operator IV	13			1.0	53,328	1.0	53,328
5640	Warrant Clerk	13	1.0	50,788	1.0	39,354	1.0	39,354
0046	Administrative Assistant I	12	7.0	343,814	7.0	346,186	7.0	346,186
0907	Clerk V	11	5.0	203,546	5.0	215,535	5.0	215,535
0227	Cashier II	10	2.0	77,232	2.0	79,959	2.0	79,959
4220	Clerk IV, Senior (Courts)	10	13.1	507,566	16.0	625,533	16.0	625,533
0906	Clerk IV	10	4.0	145,570	1.0	36,340	1.0	36,340
0954	Data Entry Operator II	09	1.0	35,546	1.0	35,269	1.0	35,269
5544	General Office Assistant I	09	1.0	33,506				
			98.1	\$4,780,008	97.0	\$4,748,612	97.0	\$4,748,612
03 Criminal Department - 3350903								
0529	Chief Deputy Clerk of Court	23	1.0	102,783				
5497	Chief Deputy Clerk IV	23			1.0	104,865	1.0	104,865
0579	Criminal Records Supervisor III	22	1.0	82,499				
5488	Assistant Chief Deputy Clerk III	22			1.0	84,204	1.0	84,204
0577	Criminal Records Supervisor II	20	1.0	79,555				
5748	Manager VII-CCC	20			1.0	65,237	1.0	65,237
5517	General Ledger Specialist	19			1.0	36,286	1.0	36,286
0050	Administrative Assistant IV	18	1.0	72,805				
5746	Manager V-CCC	18			1.0	75,078	1.0	75,078

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0554	Court Clerk IV	17	3.0	183,981				
5744	Manager III-CCC	17			6.0	358,084	6.0	358,084
5745	Manager IV-CCC	17			4.0	239,937	4.0	239,937
0048	Administrative Assistant III	16	4.0	216,130				
0553	Court Clerk III	16	4.0	239,919				
4804	File Manager III	16			1.0	60,419	1.0	60,419
5800	Administrative Support IV-CCC	16			1.0	46,960	1.0	46,960
0608	Court Clerk/Trainer	15	2.0	95,783	3.0	162,817	3.0	162,817
5535	Assistant Manager III - Court Operations	15	1.0	37,996				
0047	Administrative Assistant II	14	4.0	216,341				
0552	Court Clerk II	14	8.0	421,834	7.0	400,785	7.0	400,785
5534	Assistant Manager III-Finance	14			1.0	38,777	1.0	38,777
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	55,425	1.0	55,425
5742	Manager I-CCC	14			2.0	109,468	2.0	109,468
0142	Accountant II	13	1.0	53,328	1.0	53,328	1.0	53,328
0936	Stenographer V	13	1.0	34,148		1		1
0551	Court Clerk I	13	62.1	3,117,422	60.0	2,986,037	60.0	2,986,037
5640	Warrant Clerk	13	6.0	314,888	6.0	319,682	6.0	319,682
0046	Administrative Assistant I	12	3.1	147,862	4.0	187,255	4.0	187,255
0228	Cashier III	12	1.0	46,495	1.0	46,495	1.0	46,495
5539	Payroll Specialist III	12	1.0	37,865	1.0	38,658	1.0	38,658
5543	Data Auditor III	12			1.0	36,788	1.0	36,788
5546	General Office Assistant IV	12	1.0	36,757				
0907	Clerk V	11	1.0	36,767	1.0	36,767	1.0	36,767
0955	Data Entry Operator III	11	1.0	44,280	1.0	44,280	1.0	44,280
5631	Driver I-Clerk of the Circuit Court	11	1.0	39,480	1.0	39,571	1.0	39,571
4210	Data Entry Operator II, Sr (Courts)	10	1.0	41,274	1.0	31,983	1.0	31,983
4220	Clerk IV, Senior (Courts)	10	12.0	479,655	23.0	914,961	23.0	914,961
0906	Clerk IV	10	17.0	615,881	6.0	211,553	6.0	211,553
0226	Cashier I	09	2.0	73,534	1.0	34,217	1.0	34,217
0954	Data Entry Operator II	09	1.0	34,148		1		1
5544	General Office Assistant I	09	1.0	35,543				
			143.2	\$6,938,953	139.0	\$6,819,919	139.0	\$6,819,919

10 1st Municipal Bureau

01 Civil Division - 3351001

5488	Assistant Chief Deputy Clerk III	22	1.0	75,447	1.0	76,972	1.0	76,972
0051	Administrative Assistant V	20	3.0	223,849				
5486	Assistant Chief Deputy Clerk I	20			2.0	133,135	2.0	133,135
5748	Manager VII-CCC	20			1.0	79,432	1.0	79,432
0050	Administrative Assistant IV	18	2.0	139,985				
0555	Court Clerk V	18	2.0	143,070				
5746	Manager V-CCC	18			4.0	287,289	4.0	287,289
0554	Court Clerk IV	17	2.0	121,054				
5683	Timekeeper-Administrative Assistant IV-Clerk of the Circuit Court	17			1.0	68,735	1.0	68,735
5744	Manager III-CCC	17			2.0	118,921	2.0	118,921
5745	Manager IV-CCC	17			1.0	55,116	1.0	55,116
0048	Administrative Assistant III	16	2.0	109,342				
0553	Court Clerk III	16	2.0	110,932				
4804	File Manager III	16	1.0	48,012				
5684	Assistant Manager V-Clerk of the Circuit Court	16			1.0	56,939	1.0	56,939

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5807	Bookkeeper VIII-CCC	16			1.0	49,001	1.0	49,001
0608	Court Clerk/Trainer	15	2.0	123,270	2.0	123,270	2.0	123,270
0047	Administrative Assistant II	14	2.0	93,285				
0552	Court Clerk II	14	6.0	339,603	6.0	339,603	6.0	339,603
4802	File Manager I	14			1.0	45,419	1.0	45,419
5742	Manager I-CCC	14			1.0	49,820	1.0	49,820
0142	Accountant II	13	4.0	205,181	2.0	93,793	2.0	93,793
0551	Court Clerk I	13	47.0	2,425,488	48.0	2,466,196	48.0	2,466,196
5630	Cashier IV	13			2.0	104,116	2.0	104,116
5639	Administrative Assistant I Senior (CCC)	13			1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	11.0	547,734	10.0	493,197	10.0	493,197
1101	Computer Operator I	12	1.0	47,422				
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			1.0	49,794	1.0	49,794
0907	Clerk V	11	18.0	780,596	15.0	646,075	15.0	646,075
0955	Data Entry Operator III	11	2.0	87,692	2.0	87,837	2.0	87,837
5545	General Office Assistant III	11	1.0	35,667	1.0	36,411	1.0	36,411
5629	Cashier II Senior-Clerk of the Circuit Court	11			3.0	134,059	3.0	134,059
0227	Cashier II	10	9.0	350,891	9.0	352,005	9.0	352,005
4210	Data Entry Operator II, Sr (Courts)	10			2.0	78,762	2.0	78,762
4220	Clerk IV, Senior (Courts)	10	40.0	1,596,849	52.0	2,057,685	52.0	2,057,685
0906	Clerk IV	10	23.0	815,552	10.0	359,413	10.0	359,413
0954	Data Entry Operator II	09	8.0	289,683	5.0	177,696	5.0	177,696
			189.0	\$8,710,604	187.0	\$8,674,019	187.0	\$8,674,019
02 Traffic Division - 3351002								
0581	Director-Traffic Bureau II	23	1.0	93,419				
5497	Chief Deputy Clerk IV	23			1.0	95,376	1.0	95,376
1108	Programmer IV	22	1.0	72,516				
5488	Assistant Chief Deputy Clerk III	22			1.0	74,018	1.0	74,018
1112	Systems Analyst III	20	1.0	66,267				
5486	Assistant Chief Deputy Clerk I	20			1.0	78,072	1.0	78,072
0145	Accountant V	19	1.0	79,389				
5688	Courtroom Manager IV-Clerk of the Circuit Court	19			1.0	81,032	1.0	81,032
0050	Administrative Assistant IV	18	1.0	69,053				
0555	Court Clerk V	18	1.0	68,812				
0585	Violations Supervisor II	18	1.0	68,305		1		1
5687	Courtroom Manager III-Clerk of the Circuit Court	18			1.0	60,235	1.0	60,235
5746	Manager V-CCC	18			1.0	69,719	1.0	69,719
5802	Administrative Support VI-CCC	18			1.0	70,196	1.0	70,196
0508	Court Coordinator II	17	1.0	64,123				
0554	Court Clerk IV	17	0.5	30,176				
5744	Manager III-CCC	17	1.0	55,382	1.0	57,633	1.0	57,633
5776	Procurement Analyst IV - CCC	17			1.0	47,444	1.0	47,444
5801	Administrative Support V-CCC	17			1.0	65,440	1.0	65,440
0584	Violations Supervisor I	16	1.0	48,015				
5684	Assistant Manager V-Clerk of the Circuit Court	16			1.0	62,089	1.0	62,089
5800	Administrative Support IV-CCC	16			1.0	49,001	1.0	49,001
0143	Accountant III	15	1.0	50,917				
5535	Assistant Manager III - Court Operations	15	1.0	43,337				
5743	Manager II-CCC	15			1.0	51,984	1.0	51,984

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0047	Administrative Assistant II	14	6.0	295,982				
0174	Bookkeeper IV	14	1.0	57,255				
0552	Court Clerk II	14	9.0	511,496	9.0	512,568	9.0	512,568
5534	Assistant Manager III-Finance	14			4.0	195,604	4.0	195,604
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	54,205	1.0	54,205
5742	Manager I-CCC	14			1.0	49,083	1.0	49,083
0142	Accountant II	13	4.0	210,772	1.0	53,328	1.0	53,328
4200	Computer Operator I, Sr (Courts)	13			1.0	53,328	1.0	53,328
0551	Court Clerk I	13	31.0	1,591,491	31.0	1,607,886	31.0	1,607,886
5630	Cashier IV	13			3.0	158,760	3.0	158,760
5640	Warrant Clerk	13	1.0	53,328	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	18.0	816,718	17.0	809,887	17.0	809,887
0228	Cashier III	12	2.0	96,950	2.0	97,216	2.0	97,216
1101	Computer Operator I	12	1.0	49,794	1.0	39,059	1.0	39,059
5635	Accountant I Senior - Clerk of the Circuit Court	12			1.0	57,254	1.0	57,254
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			1.0	49,794	1.0	49,794
0907	Clerk V	11	15.0	641,675	14.0	608,299	14.0	608,299
5629	Cashier II Senior-Clerk of the Circuit Court	11			1.0	43,412	1.0	43,412
0227	Cashier II	10	5.0	203,134	6.0	242,546	6.0	242,546
4210	Data Entry Operator II, Sr (Courts)	10	1.0	39,381	1.0	40,465	1.0	40,465
4220	Clerk IV, Senior (Courts)	10	37.0	1,473,597	39.0	1,568,194	39.0	1,568,194
0906	Clerk IV	10	6.0	197,688	4.0	139,349	4.0	139,349
0226	Cashier I	09	1.0	36,767				
			150.5	\$7,085,739	152.0	\$7,295,805	152.0	\$7,295,805
11 Suburban Operations Bureau								
01 Suburban Operations Bureau Administration - 3351101								
0010	Associate Clerk of the Circuit Court	24	1.0	111,000	1.0	111,000	1.0	111,000
1112	Systems Analyst III	20	1.0	71,511				
5486	Assistant Chief Deputy Clerk I	20			1.0	73,008	1.0	73,008
			2.0	\$182,511	2.0	\$184,008	2.0	\$184,008
02 District 2 - Skokie - 3351102								
0529	Chief Deputy Clerk of Court	23		1		1		1
1113	Systems Analyst IV	21	1.0	81,651				
5487	Assistant Chief Deputy Clerk II	21			1.0	71,391	1.0	71,391
0555	Court Clerk V	18	1.0	72,389				
0585	Violations Supervisor II	18	1.0	71,619				
5746	Manager V-CCC	18			2.0	146,961	2.0	146,961
0508	Court Coordinator II	17	1.0	65,580				
0576	Criminal Records Supervisor I	17	1.0	67,402				
5744	Manager III-CCC	17			1.0	42,512	1.0	42,512
5745	Manager IV-CCC	17			2.0	135,735	2.0	135,735
1118	Data Processing Coordinator	16	1.0	63,130				
0553	Court Clerk III	16	1.0	41,644				
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16				1		1
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	6.0	343,530	6.0	343,530	6.0	343,530
0142	Accountant II	13	3.0	136,782	1.0	50,251	1.0	50,251
0551	Court Clerk I	13	15.0	757,826	16.0	809,492	16.0	809,492
5630	Cashier IV	13			2.0	104,116	2.0	104,116

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5640	Warrant Clerk	13	1.0	53,328	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	8.0	353,128	8.0	371,494	8.0	371,494
0173	Bookkeeper III	11	1.0	34,687	1.0	32,912	1.0	32,912
0907	Clerk V	11	5.0	214,883	4.0	178,647	4.0	178,647
0227	Cashier II	10	3.0	118,999	3.0	110,221	3.0	110,221
4210	Data Entry Operator II, Sr (Courts)	10	1.0	37,773	1.0	39,381	1.0	39,381
4220	Clerk IV, Senior (Courts)	10	9.0	348,942	11.6	448,838	11.6	448,838
0906	Clerk IV	10	11.6	411,304	9.0	315,949	9.0	315,949
0954	Data Entry Operator II	09		1	1.0	35,505	1.0	35,505
			71.6	\$3,336,234	71.6	\$3,351,900	71.6	\$3,351,900
03 District 3 - Rolling Meadows - 3351103								
0529	Chief Deputy Clerk of Court	23	1.0	115,020				
5497	Chief Deputy Clerk IV	23			1.0	115,020	1.0	115,020
0816	Training Coordinator IV	21	1.0	89,669				
5731	Executive Assistant V - CCC	21			1.0	91,543	1.0	91,543
0555	Court Clerk V	18	1.0	70,882				
5746	Manager V-CCC	18			1.0	72,308	1.0	72,308
0508	Court Coordinator II	17	1.0	67,584				
5745	Manager IV-CCC	17			1.0	69,000	1.0	69,000
0553	Court Clerk III	16	1.0	57,020				
5685	Courtroom Manager I-Clerk of the Circuit Court	16			1.0	60,166	1.0	60,166
0552	Court Clerk II	14	7.0	377,680	10.0	554,912	10.0	554,912
0142	Accountant II	13	3.0	157,194				
0551	Court Clerk I	13	13.0	666,648	11.0	569,172	11.0	569,172
5630	Cashier IV	13			2.0	106,656	2.0	106,656
5639	Administrative Assistant I Senior (CCC)	13			1.0	50,788	1.0	50,788
5640	Warrant Clerk	13	1.0	53,328	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	8.0	371,364	10.0	481,854	10.0	481,854
0228	Cashier III	12	1.0	47,422	1.0	47,422	1.0	47,422
1101	Computer Operator I	12	1.0	46,495				
5543	Data Auditor III	12	1.0	46,007	1.0	46,477	1.0	46,477
0173	Bookkeeper III	11	1.0	31,126	1.0	44,311	1.0	44,311
0907	Clerk V	11	6.0	238,788	4.0	168,921	4.0	168,921
5545	General Office Assistant III	11	1.0	31,808	1.0	32,083	1.0	32,083
5629	Cashier II Senior-Clerk of the Circuit Court	11			1.0	44,280	1.0	44,280
0227	Cashier II	10	4.0	161,382	4.0	159,610	4.0	159,610
4210	Data Entry Operator II, Sr (Courts)	10	4.0	152,593	4.0	163,373	4.0	163,373
4220	Clerk IV, Senior (Courts)	10	11.0	450,397	21.0	845,420	21.0	845,420
0906	Clerk IV	10	14.0	510,853	6.0	213,420	6.0	213,420
0226	Cashier I	09	1.0	36,767	1.0	34,217	1.0	34,217
0954	Data Entry Operator II	09	3.0	107,913	3.0	99,419	3.0	99,419
			85.0	\$3,887,940	88.0	\$4,123,700	88.0	\$4,123,700
04 District 4 - Maywood - 3351104								
0529	Chief Deputy Clerk of Court	23	1.0	105,875				
5497	Chief Deputy Clerk IV	23			1.0	108,090	1.0	108,090
0050	Administrative Assistant IV	18	2.0	106,283				
0585	Violations Supervisor II	18	1.0	63,313				
0640	Investigator III	18	1.0	40,447				
5746	Manager V-CCC	18			3.0	159,361	3.0	159,361
0048	Administrative Assistant III	16	1.0	60,532				
0553	Court Clerk III	16	1.0	40,697				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5685	Courtroom Manager I-Clerk of the Circuit Court	16			1.0	41,550	1.0	41,550
5807	Bookkeeper VIII-CCC	16			1.0	61,800	1.0	61,800
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0047	Administrative Assistant II	14	1.0	45,419				
0638	Investigator I	14			1.0	42,092	1.0	42,092
0552	Court Clerk II	14	7.5	441,468	8.0	444,420	8.0	444,420
4802	File Manager I	14			1.0	45,979	1.0	45,979
0142	Accountant II	13	1.0	53,328				
0551	Court Clerk I	13	8.0	399,875	9.0	453,506	9.0	453,506
5630	Cashier IV	13			1.0	53,328	1.0	53,328
5640	Warrant Clerk	13	1.0	50,788	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	8.0	387,794	8.0	390,103	8.0	390,103
0228	Cashier III	12	1.0	47,423	2.0	84,170	2.0	84,170
0907	Clerk V	11	2.0	82,793	1.0	44,280	1.0	44,280
0227	Cashier II	10	1.0	34,687	1.0	37,773	1.0	37,773
4210	Data Entry Operator II, Sr (Courts)	10	2.0	80,452	4.0	158,608	4.0	158,608
4220	Clerk IV, Senior (Courts)	10	8.0	318,260	11.6	458,138	11.6	458,138
0906	Clerk IV	10	6.0	217,157	3.0	107,752	3.0	107,752
0954	Data Entry Operator II	09	2.6	94,044				
			57.1	\$2,732,270	58.6	\$2,805,913	58.6	\$2,805,913
05 District 5 - Bridgeview - 3351105								
0529	Chief Deputy Clerk of Court	23	1.0	86,101				
5497	Chief Deputy Clerk IV	23			1.0	88,030	1.0	88,030
5517	General Ledger Specialist	19			1.0	29,641	1.0	29,641
0050	Administrative Assistant IV	18	1.0	67,097				
0585	Violations Supervisor II	18	1.0	69,933				
5746	Manager V-CCC	18			2.0	139,869	2.0	139,869
0048	Administrative Assistant III	16	1.0	53,171				
5800	Administrative Support IV-CCC	16			1.0	54,284	1.0	54,284
0047	Administrative Assistant II	14	3.0	147,551				
0552	Court Clerk II	14	9.0	512,158	9.0	500,294	9.0	500,294
5534	Assistant Manager III-Finance	14			1.0	41,658	1.0	41,658
5626	Financial Room Clerk VI-Clerk of Circuit Court	14			2.0	101,293	2.0	101,293
5674	Accountant III-Clerk of the Circuit Court	14			1.0	53,421	1.0	53,421
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	56,671	1.0	56,671
0142	Accountant II	13	2.0	100,580				
4200	Computer Operator I, Sr (Courts)	13	1.0	41,026	1.0	53,328	1.0	53,328
0551	Court Clerk I	13	21.5	1,091,558	20.0	1,002,407	20.0	1,002,407
5640	Warrant Clerk	13	1.0	49,792	1.0	50,655	1.0	50,655
0046	Administrative Assistant I	12	6.0	274,395	5.0	240,116	5.0	240,116
0228	Cashier III	12	1.0	46,495	1.0	46,495	1.0	46,495
0907	Clerk V	11	4.0	175,089	4.0	175,089	4.0	175,089
0227	Cashier II	10	6.0	240,622	6.0	241,337	6.0	241,337
4210	Data Entry Operator II, Sr (Courts)	10	4.0	143,927	4.0	160,626	4.0	160,626
4220	Clerk IV, Senior (Courts)	10	13.0	517,658	17.0	679,293	17.0	679,293
0906	Clerk IV	10	4.0	146,123	2.0	69,486	2.0	69,486
1021	Warehouse Records Clerk I	09	1.0	34,148				
5544	General Office Assistant I	09	1.0	29,056				
			81.5	\$3,826,480	80.0	\$3,783,993	80.0	\$3,783,993

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2013 FTE Pos.	Approved & Adopted Salaries	Department FTE Pos.	Request Salaries	President's FTE Pos.	Recommendation Salaries
06 District 6 - Markham - 3351106								
0529	Chief Deputy Clerk of Court	23	1.0	107,446				
5497	Chief Deputy Clerk IV	23			1.0	109,678	1.0	109,678
5488	Assistant Chief Deputy Clerk III	22	1.0	100,243				
5740	General Manager III	22			1.0	102,334	1.0	102,334
0555	Court Clerk V	18	2.0	141,085				
0585	Violations Supervisor II	18	1.0	68,573				
5746	Manager V-CCC	18			3.0	213,980	3.0	213,980
0508	Court Coordinator II	17	1.0	64,891				
5744	Manager III-CCC	17			1.0	61,202	1.0	61,202
5745	Manager IV-CCC	17			1.0	66,250	1.0	66,250
0048	Administrative Assistant III	16	1.0	61,702				
0553	Court Clerk III	16	1.0	61,502				
5676	Accountant V-Clerk of the Circuit Court	16			1.0	62,786	1.0	62,786
0608	Court Clerk/Trainer	15	2.0	123,270	2.0	123,270	2.0	123,270
0047	Administrative Assistant II	14	1.0	46,704				
0174	Bookkeeper IV	14	1.0	57,255	1.0	57,255	1.0	57,255
0552	Court Clerk II	14	6.0	280,303	6.0	315,674	6.0	315,674
5626	Financial Room Clerk VI-Clerk of Circuit Court	14			1.0	50,788	1.0	50,788
5742	Manager I-CCC	14			1.0	47,681	1.0	47,681
0142	Accountant II	13	2.0	102,899	1.0	53,328	1.0	53,328
4200	Computer Operator I, Sr (Courts)	13	1.0	50,788				
0551	Court Clerk I	13	23.0	1,150,401	22.0	1,091,992	22.0	1,091,992
5638	Data Entry Operator IV	13			1.0	53,328	1.0	53,328
5640	Warrant Clerk	13	1.0	49,792	2.0	101,576	2.0	101,576
0046	Administrative Assistant I	12	8.0	325,983	7.0	334,481	7.0	334,481
0228	Cashier III	12			1.0	46,370	1.0	46,370
1101	Computer Operator I	12	2.0	73,691	1.0	41,694	1.0	41,694
0907	Clerk V	11	7.0	291,700	7.0	294,093	7.0	294,093
0227	Cashier II	10	6.0	239,576	8.0	322,361	8.0	322,361
4210	Data Entry Operator II, Sr (Courts)	10	1.0	40,465	2.0	80,930	2.0	80,930
4220	Clerk IV, Senior (Courts)	10	14.0	566,956	15.5	610,017	15.5	610,017
0906	Clerk IV	10	1.5	55,488	1.0	36,270	1.0	36,270
0226	Cashier I	09	2.0	74,300				
0954	Data Entry Operator II	09	1.0	37,775				
			87.5	\$4,172,788	87.5	\$4,277,338	87.5	\$4,277,338
Total Salaries and Positions			1,511.7	\$74,253,123	1,505.7	\$74,704,245	1,505.7	\$74,704,245
Turnover Adjustment				(4,605,015)		(4,181,147)		(4,181,147)
Operating Funds Total			1,511.7	\$69,648,108	1,505.7	\$70,523,098	1,505.7	\$70,523,098

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Grade	2013	Approved &	Department Request		President's Recommendation	
	FTE Pos.	Adopted Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
SJU	1.0	105,000	1.0	105,000	1.0	105,000
24	10.0	1,133,689	12.0	1,296,556	12.0	1,296,556
23	25.0	2,517,213	24.0	2,431,534	24.0	2,431,534
22	19.0	1,742,381	19.0	1,729,256	19.0	1,729,256
21	5.0	422,203	5.0	398,007	5.0	398,007
20	21.0	1,523,827	18.0	1,340,682	18.0	1,340,682
19	2.0	158,639	11.0	464,762	11.0	464,762
18	37.0	2,402,453	34.0	2,281,512	34.0	2,281,512
17	21.5	1,358,528	42.0	2,514,189	42.0	2,514,189
16	47.0	2,621,663	32.0	1,842,443	32.0	1,842,443
15	30.0	1,662,839	32.0	1,836,319	32.0	1,836,319
14	132.7	7,048,859	139.0	7,439,361	139.0	7,439,361
13	461.6	23,352,069	451.0	22,720,221	451.0	22,720,221
12	136.1	6,288,092	135.0	6,421,191	135.0	6,421,191
11	108.0	4,546,324	106.0	4,564,805	106.0	4,564,805
10	410.2	15,794,931	427.7	16,738,970	427.7	16,738,970
09	44.6	1,574,413	17.0	579,437	17.0	579,437
Total Salaries and Positions	1,511.7	\$74,253,123	1,505.7	\$74,704,245	1,505.7	\$74,704,245
Turnover Adjustment		(4,605,015)		(4,181,147)		(4,181,147)
Operating Funds Total	1,511.7	\$69,648,108	1,505.7	\$70,523,098	1,505.7	\$70,523,098

DEPARTMENT OVERVIEW

528 CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Mission

Serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

Mandates and Key Activities

- The Management Information Systems (MIS) Court Automation Fund is utilized for ensuring that the automated systems supporting the activities of the Circuit Court are responsive to the Court constituencies' needs and are appropriately maintained to provide constant access to both internal and external users.
- State Statute empowers the Clerk's Office in Clerks of the Courts Act (705 ILCS 105/27.3A) to charge, collect and disburse automated record keeping fees as provided.
- The legislation provides that payment of costs that relate to the automation of court records, including hardware, software, research and development costs as well as personnel, must be paid from the Automation Fund provided that the expenditure is approved by the Clerk of Court and the Chief Judge of the Circuit Court.
- The Clerk's Comptroller is statutorily mandated to collect and disburse the Automation Fund.

Discussion of 2013 Activities and 2014 Initiatives

With the approval of expansion of e-Filing by AOIC to expand to additional departments and other stakeholders, e-Filing pilot for commercial litigation registered 16,615 users in 17,439 transactions up to October 2, 2013. It serves the filing needs of court users as it reduces paper work, saves time, transportation cost and grants continuous online access.

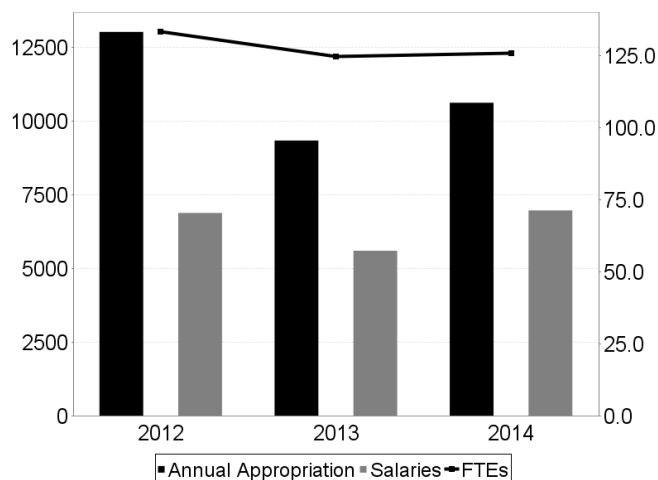
The Clerk's Office is partnering with the Chief Judge of the Circuit Court in the Interactive System Project in which deploying a touch screen user interface will allow judges to enter court orders. The program stands to enhance data exchange to other judicial partners.

The Office has initiated a needs analysis for the replacement of the existing legacy system. This project will encompass defining new or refining existing business capabilities and selecting the most appropriate course of action from viable alternatives to satisfy the need for a fully integrated justice system throughout the court operations divisions.

The Clerk's Office has embraced IDMS solution which allows court staff to image court records at the time of filing and eliminates the need to handle court documents numerous times. The Clerk's Office is expanding the program further into other areas of law.

A County-wide license received by the Clerk's Office for electronic ticketing has enabled the Office to partner with County municipalities, allowing law enforcement agencies to process data at traffic stops. The program reduces costs, enhances data integrity, eliminates the need for multiple data entry, and permits tickets to be viewed online by judges.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	13,021.4	9,336.3	10,617.9
	Adopted	Adopted	Recommended
FTE Positions	133.2	124.8	125.7



STAR Goals/Key Performance Indicators

- ★ Enhance Adoption of e-Filing to Other Areas of Law – e-Filing is geared to serving the filing needs of users of the court system as it reduces paper work, saves time, transportation cost and grants continuous online access. In 2014, the Clerk's Office intends to continue to expand e-Filing to additional departments and other stakeholders.
- ★ Case Management Needs Analysis – The Office has initiated a needs analysis for the replacement of the existing legacy system. This project will encompass defining new or refining existing business capabilities and selecting the most appropriate course of action from viable alternatives to provide a fully integrated justice system throughout the court operations divisions.

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Expand e-Filing. Users & transactions. Further expansion upon AOIC approval.	13,000	17,000	17,000+
Expand e-Tickets to additional law enforcement agencies	21	25+	128
Expansion of IDMS to Other Areas of Law (Number of Divisions)	8	8+	8+

DEPARTMENT OVERVIEW

528 CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Programs

Electronic Filing System (e-Filing)

The adoption and expansion of e-Filing to other departments in the Office of the Clerk of the Circuit Court and to attorneys and pro se litigants will increase the proportion of stakeholders in the court system that stand to save time as well as transportation-related costs. The effort stands to continue to ease congestion in the court corridors and bring more comfort to court users.

Imaging and Document Management System (IDMS)

The IDMS solution allows Clerk's Office court staff to image court records at the time of filing and to manage that record in a document repository. The effort eliminates multiple handling of court documents. The Clerk's Office expects to expand the program.

Case Management Needs Analysis

The Office has initiated a needs analysis for the replacement of the existing legacy system. This project will involve selecting the most appropriate course of action from viable alternatives to satisfy the need for a fully integrated justice system throughout the court operations divisions.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	5,743,284	5,592,010	6,964,494	6,964,494	1,372,484
120/501210 Overtime Compensation	3,938	3,938			(3,938)
124/501250 Employee Health Insurance Allotment	800	800			(800)
130/501320 Salaries and Wages of Extra Employees	130	130			(130)
136/501400 Differential Pay	8,757	13,000	13,000	13,000	
169/501490 Reclassification of Position Adjustments			9,525	9,525	9,525
170/501510 Mandatory Medicare Costs	78,926	110,706	113,664	113,664	2,958
174/501570 Pension	484,088	645,450	645,450	645,450	
175/501590 Life Insurance Program	12,053	17,552	18,391	18,391	839
176/501610 Health Insurance	1,057,955	1,650,871	1,592,269	1,592,269	(58,602)
177/501640 Dental Insurance Plan	30,965	45,960	49,694	49,694	3,734
179/501690 Vision Care Insurance	9,147	15,359	15,417	15,417	58
183/501770 Seminars for Professional Employees	1,492	2,500	1,000	1,000	(1,500)
185/501810 Professional and Technical Membership Fees		250	250	250	
186/501860 Training Programs for Staff Personnel	579	1,000	1,000	1,000	
190/501970 Transportation and Other Travel Expenses for Employees	4,093	4,500	1,500	1,500	(3,000)
Personal Services Total	7,436,207	8,104,026	9,425,654	9,425,654	1,321,628
Contractual Services					
260/520830 Professional and Managerial Services		6,548			(6,548)
Contractual Services Total		6,548			(6,548)
Supplies and Materials					
350/530600 Office Supplies	11,032	13,625	10,000	10,000	(3,625)
353/530640 Books, Periodicals, Publications, Archives and Data Services	853	2,225	1,808	1,808	(417)
388/531650 Computer Operation Supplies	111,848	133,210	125,000	125,000	(8,210)
Supplies and Materials Total	123,733	149,060	136,808	136,808	(12,252)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	7,529	20,000	30,000	30,000	10,000
441/540170 Maintenance and Repair of Data Processing Equipment and Software	284,535	325,000	721,867	721,867	396,867
444/540250 Maintenance and Repair of Automotive Equipment		2,850	5,000	5,000	2,150
445/540290 Operation of Automotive Equipment	1,167	4,850	5,000	5,000	150
449/540310 Op., Maint. and Repair of Institutional Equipment		2,050	5,000	5,000	2,950
Operations and Maintenance Total	293,231	354,750	766,867	766,867	412,117
Capital Equipment and Improvements					
579/560450 Computer Equipment	105,123	473,360	60,000	60,000	(413,360)
Capital Equipment and Improvements Total	105,123	473,360	60,000	60,000	(413,360)
Rental and Leasing					
630/550010 Rental of Office Equipment	204,500	225,000	225,000	225,000	
660/550130 Rental of Facilities	4,040	4,040	3,600	3,600	(440)
Rental and Leasing Total	208,540	229,040	228,600	228,600	(440)
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		19,492			(19,492)
Contingency and Special Purposes Total		19,492			(19,492)
Operating Funds Total	8,166,834	9,336,276	10,617,929	10,617,929	1,281,653

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
(717) New/Replacement Capital Equipment - 71700528					
579/560450 Computer Equipment			575,000	350,000	350,000
			575,000	350,000	350,000
Capital Equipment Request Total			575,000	350,000	350,000

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Management Information Systems								
01 Information Technology Administration - 5281450								
0120	Chief Financial Officer	24			1.0	158,504	1.0	158,504
1128	Electronic Information Director	24	1.0	158,504				
0056	Project Director	22	1.0	80,344				
1108	Programmer IV	22			1.0	82,001	1.0	82,001
0050	Administrative Assistant IV	18	1.0	65,612				
1104	Computer Operator IV	18	1.0	54,958				
5730	Executive Assistant II-CCC	18			1.0	56,088	1.0	56,088
5746	Manager V-CCC	18			1.0	66,939	1.0	66,939
0048	Administrative Assistant III	16	1.0	62,425				
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16			1.0	63,731	1.0	63,731
0047	Administrative Assistant II	14	1.0	35,616				
5756	MIS Technician III-CCC	14				1		1
4200	Computer Operator I, Sr (Courts)	13	1.0	50,788				
5638	Data Entry Operator IV	13			1.0	50,788	1.0	50,788
0046	Administrative Assistant I	12	2.0	97,216				
1101	Computer Operator I	12	2.0	99,588				
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			3.0	149,382	3.0	149,382
0907	Clerk V	11	1.0	45,990	1.0	46,493	1.0	46,493
0955	Data Entry Operator III	11	1.0	43,412	1.0	43,412	1.0	43,412
4220	Clerk IV, Senior (Courts)	10	2.0	79,846	2.0	77,190	2.0	77,190
			15.0	\$874,299	13.0	\$794,529	13.0	\$794,529
02 Applications - 5280622								
1114	Systems Analyst V	23	1.0	98,276				
1137	Application Developer	23	1.0	104,725				
5497	Chief Deputy Clerk IV	23			1.0	100,340	1.0	100,340
5767	MIS System Programmer IV-CCC	23				1		1
5769	MIS Project Manager II-CCC	23			1.0	106,904	1.0	106,904
0566	Assistant Director of Court Records and Files	22	1.0	102,086				
0415	Recording Division Supervisor	22	1.0	87,464				
0595	Director of Program Services	22	1.0	94,215				
1108	Programmer IV	22	6.5	616,738	8.5	823,944	8.5	823,944
5496	Chief Deputy Clerk III	22	1.0	97,267	1.0	107,931	1.0	107,931
5499	Methods & Procedures Analyst - CCC	22	2.0	204,665				
5764	MIS Anlayst Methods IV-CCC	22			2.0	208,944	2.0	208,944
5768	MIS Project Manager I-CCC	22			2.0	199,505	2.0	199,505
0051	Administrative Assistant V	20		1		1		1
1107	Programmer III	20	1.0	63,416	1.0	64,742	1.0	64,742
1112	Systems Analyst III	20	2.0	145,787				
5763	MIS Analyst II (Methods)-CCC	20			1.0	77,415	1.0	77,415
5765	MIS System Programmer I - CCC	20			1.0	71,418	1.0	71,418
0145	Accountant V	19	1.0	73,901				
5762	MIS Analyst Methods-CCC	19			1.0	75,446	1.0	75,446
0144	Accountant IV	17	1.0	60,721				
5759	MIS Analyst I (Applications)-CCC	17			1.0	61,972	1.0	61,972
0047	Administrative Assistant II	14	1.0	49,029				
4200	Computer Operator I, Sr (Courts)	13	1.0	53,328				
5638	Data Entry Operator IV	13			1.0	53,328	1.0	53,328
1101	Computer Operator I	12	1.0	53,960				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			2.0	95,041	2.0	95,041
0955	Data Entry Operator III	11	1.0	44,280	1.0	44,280	1.0	44,280
4220	Clerk IV, Senior (Courts)	10	3.0	120,311	3.0	121,508	3.0	121,508
			26.5	\$2,070,170	27.5	\$2,212,720	27.5	\$2,212,720
03 Network Services - 5281443								
1053	Project Director III	22	1.0	88,697				
5768	MIS Project Manager I-CCC	22			1.0	88,879	1.0	88,879
0051	Administrative Assistant V	20	1.0	82,248				
1112	Systems Analyst III	20	1.0	72,670				
5486	Assistant Chief Deputy Clerk I	20			1.0	83,910	1.0	83,910
1104	Computer Operator IV	18	2.0	132,620	1.0	73,919	1.0	73,919
5755	MIS Analyst V Networks - CCC	18			1.0	73,622	1.0	73,622
5744	Manager III-CCC	17			1.0	49,666	1.0	49,666
0048	Administrative Assistant III	16	1.0	48,650				
1118	Data Processing Coordinator	16	4.0	229,172	3.0	186,546	3.0	186,546
5758	MIS Analyst I (Applications) - CCC	16			1.0	46,476	1.0	46,476
5800	Administrative Support IV-CCC	16			1.0	51,863	1.0	51,863
0047	Administrative Assistant II	14	5.0	247,354				
4802	File Manager I	14			1.0	48,852	1.0	48,852
5742	Manager I-CCC	14			1.0	47,667	1.0	47,667
5749	MIS Analyst III Administration - CCC	14			3.0	157,531	3.0	157,531
5752	MIS Analyst I (Networks)-CCC	14			1.0	52,325	1.0	52,325
5777	Procurement Specialist VI-CCC	14			1.0	74,163	1.0	74,163
4200	Computer Operator I, Sr (Courts)	13	3.6	190,994	1.0	53,328	1.0	53,328
5638	Data Entry Operator IV	13			2.0	106,656	2.0	106,656
1101	Computer Operator I	12	1.0	45,247	1.0	46,495	1.0	46,495
5466	MMIS Analyst	12	2.0	86,033	1.0	33,931	1.0	33,931
0907	Clerk V	11	2.0	87,692	2.0	87,692	2.0	87,692
0955	Data Entry Operator III	11	1.0	44,280	1.0	46,493	1.0	46,493
4220	Clerk IV, Senior (Courts)	10	2.0	80,930	2.0	79,871	2.0	79,871
			26.6	\$1,436,587	27.0	\$1,489,885	27.0	\$1,489,885
04 Data Center Operations - 5280576								
0117	Director of Technical Service	23	0.5	53,060				
1114	Systems Analyst V	23	1.0	106,607				
1136	Manager-Applications Programming	23	1.0	91,472				
5497	Chief Deputy Clerk IV	23			1.0	106,384	1.0	106,384
5767	MIS System Programmer IV-CCC	23			2.0	202,229	2.0	202,229
1108	Programmer IV	22	4.0	350,500	1.0	51,192	1.0	51,192
5766	MIS System Programmer III-CCC	22			3.0	304,753	3.0	304,753
1107	Programmer III	20		1		1		1
0251	Business Manager I	18	1.0	69,399				
1104	Computer Operator IV	18	2.0	143,124				
5746	Manager V-CCC	18			1.0	70,853	1.0	70,853
5761	MIS Mainframes Manager-CCC	18			1.0	72,613	1.0	72,613
0144	Accountant IV	17	1.0	55,656				
5744	Manager III-CCC	17			3.0	168,663	3.0	168,663
5745	Manager IV-CCC	17			1.0	56,781	1.0	56,781
0048	Administrative Assistant III	16	1.0	59,025				
0584	Violations Supervisor I	16	1.0	60,352		1		1
1103	Computer Operator III	16	2.0	104,886				
4804	File Manager III	16			1.0	60,258	1.0	60,258

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0143	Accountant III	15	1.0	40,144				
4205	Computer Operator II, Sr (Courts)	15	2.0	123,271	3.0	166,903	3.0	166,903
5535	Assistant Manager III - Court Operations	15			1.0	40,215	1.0	40,215
0047	Administrative Assistant II	14	2.0	109,396				
1102	Computer Operator II	14	1.0	57,255	1.0	40,529	1.0	40,529
5756	MIS Technician III-CCC	14			2.0	110,595	2.0	110,595
4200	Computer Operator I, Sr (Courts)	13	4.0	210,772				
0551	Court Clerk I	13			1.0	50,787	1.0	50,787
5638	Data Entry Operator IV	13			4.0	210,772	4.0	210,772
0046	Administrative Assistant I	12	1.0	49,794				
1101	Computer Operator I	12	11.0	504,549	6.0	271,599	6.0	271,599
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			5.0	243,110	5.0	243,110
0907	Clerk V	11	1.0	43,412	1.0	43,412	1.0	43,412
0955	Data Entry Operator III	11	7.5	331,292	7.5	331,005	7.5	331,005
4210	Data Entry Operator II, Sr (Courts)	10	2.0	80,930	3.0	120,311	3.0	120,311
4220	Clerk IV, Senior (Courts)	10		1	1.0	40,465	1.0	40,465
0906	Clerk IV	10	1.0	35,546	1.0	35,269	1.0	35,269
0954	Data Entry Operator II	09	1.0	36,767				
			49.0	\$2,717,211	50.5	\$2,798,700	50.5	\$2,798,700
05 Special Projects - 5281452								
1136	Manager-Applications Programming	23	1.0	91,860				
5497	Chief Deputy Clerk IV	23			1.0	93,750	1.0	93,750
1108	Programmer IV	22	0.7	55,272	0.7	76,147	0.7	76,147
1112	Systems Analyst III	20	1.0	76,736				
5763	MIS Analyst II (Methods)-CCC	20			1.0	68,933	1.0	68,933
0050	Administrative Assistant IV	18	1.0	71,068				
0190	Graphics Technician IV	18	1.0	63,515				
5751	MIS Analyst VII Administration - CCC	18			1.0	64,815	1.0	64,815
5755	MIS Analyst V Networks - CCC	18			1.0	72,558	1.0	72,558
1103	Computer Operator III	16	1.0	61,567				
5750	MIS Analyst V Administration - CCC	16			1.0	62,858	1.0	62,858
0047	Administrative Assistant II	14	1.0	40,572				
5536	Computer Technician III	14			1.0	41,422	1.0	41,422
5542	Data Auditor I	09	1.0	34,682	1.0	35,407	1.0	35,407
			7.7	\$495,272	7.7	\$515,890	7.7	\$515,890
Total Salaries and Positions			124.8	\$7,593,539	125.7	\$7,811,724	125.7	\$7,811,724
Turnover Adjustment				(1,996,661)		(847,230)		(847,230)
Operating Funds Total			124.8	\$5,596,878	125.7	\$6,964,494	125.7	\$6,964,494

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Grade	2013	Approved &	Department Request		President's Recommendation	
	FTE Pos.	Adopted Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	158,504	1.0	158,504	1.0	158,504
23	5.5	546,000	6.0	609,608	6.0	609,608
22	19.2	1,777,248	20.2	1,943,296	20.2	1,943,296
20	6.0	440,859	5.0	366,420	5.0	366,420
19	1.0	73,901	1.0	75,446	1.0	75,446
18	9.0	600,296	8.0	551,407	8.0	551,407
17	2.0	116,377	6.0	337,082	6.0	337,082
16	11.0	626,077	8.0	471,733	8.0	471,733
15	3.0	163,415	4.0	207,118	4.0	207,118
14	11.0	539,222	11.0	573,085	11.0	573,085
13	9.6	505,882	10.0	525,659	10.0	525,659
12	20.0	936,387	18.0	839,558	18.0	839,558
11	14.5	640,358	14.5	642,787	14.5	642,787
10	10.0	397,564	12.0	474,614	12.0	474,614
09	2.0	71,449	1.0	35,407	1.0	35,407
Total Salaries and Positions	124.8	\$7,593,539	125.7	\$7,811,724	125.7	\$7,811,724
Turnover Adjustment		(1,996,661)		(847,230)		(847,230)
Operating Funds Total	124.8	\$5,596,878	125.7	\$6,964,494	125.7	\$6,964,494

DEPARTMENT OVERVIEW

529 CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Mission

It is the mission of the Office of the Clerk of the Circuit Court of Cook County to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

Mandates and Key Activities

- Under the Illinois Constitution, the Clerk of the Circuit Court is a part of the judicial branch of State government. The Clerk of the Circuit Court is the official record keeper of all judicial matters in the court system.
- The Clerk of the Circuit Court manages Court records throughout the Circuit Court. Collectively, the varying units are responsible for all records management services in the Circuit Court: active file storage and cataloging, retention of records, inactive file management, evidence indexing and storage, and reproduction and permanent retention of Court documents.
- The Clerk is mandated to collect and disburse document storage funds as provided for in Clerks of the Courts Act (705 ILCS 105/27.3C) which legally compensates the Clerk of the Circuit Court the expense of establishing and maintaining a court document storage system.

Discussion of 2013 Activities and 2014 Initiatives

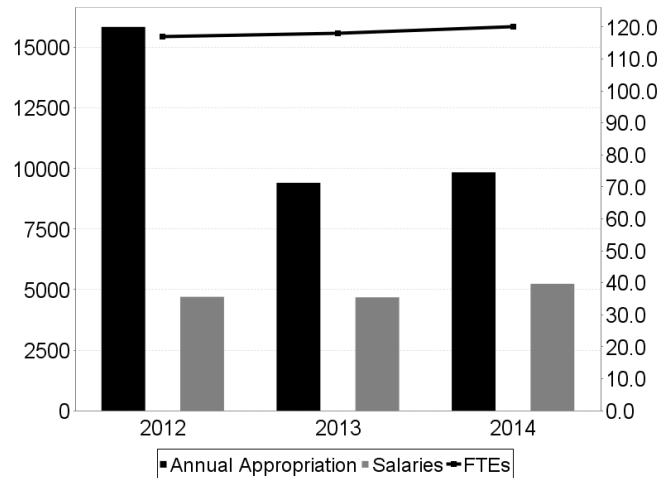
The Clerk's Office continues to foster partnership in automation between Illinois Integrated Justice Information System Implementation Board and the Cook County Integrated Criminal Justice Information System Committee.

The Clerk of the Circuit Court continued to adapt cutting-edge technologies such as IDMS that will enhance simultaneous filming and imaging of documents and file accession process, thereby increasing operating and management efficiency.

The Clerk's Office spearheaded the Standard File Room Operating Procedures (SFROP). OnBase enables the Office to track all file locations at all times, and to essentially eliminate or minimize the potential for file loss. Started with the Probate Division pilot, the OnBase initiative is scheduled to be implemented in all Department/Divisions before the end of 2013.

The Records Center is currently preparing to consolidate all record-keeping activities into one convenient location in Cicero Illinois. All Records Center facilities currently storing court records will be moved into the Cicero facility. Consolidation of records into one convenient location will maximize the operational efficiency of the Clerk's Office Records Center.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	15,846.6	9,409.8	9,842.4
	Adopted	Adopted	Recommended
FTE Positions	117.0	118.0	120.0



STAR Goals/Key Performance Indicators

- ★ Continuation of Imaging and Document Management System (IDMS) – The Clerk's Office has embraced IDMS solution which allows court staff to image court records at the time of filing and manage that record in a document repository. The effort eliminates the need to handle court documents numerous times. The program has been implemented in Law, Chancery, Probate, Civil, Juvenile Justice and Domestic Relations and in 2014 will be expanded to other areas of law and to attorneys and pro se litigants.
- ★ Continue preparing to consolidate all record-keeping activities into one convenient location in Cicero, Illinois. Consolidating all record-keeping activities will maximize operational efficiency.

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Expansion of IDMS to Other Areas of Law (Number of Divisions)	8	8+	8+
Expand e-Filing. Users & transactions. Further expansion upon AOIC approval.	13,000	17,000+	17,000+
Expand e-Tickets to additional law enforcement agencies.	21	25+	128

Programs

Imaging and Document Management System (IDMS)

The Clerk's Office will continue to embrace IDMS solution in order to alleviate the need to handle court documents multiple times. In 2014, the Clerk's Office plans to expand the program to the remaining areas of law.

Relocation to Cicero Records Center

The Clerk's Office will continue preparing to consolidate all record-keeping activities into one convenient location in Cicero, Illinois. Consolidation of all record-keeping activities into one convenient location will maximize operational efficiency of the Clerk's Office Records Center.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	4,301,247	4,680,445	5,239,538	5,239,538	559,093
120/501210 Overtime Compensation	676	10,410			(10,410)
130/501320 Salaries and Wages of Extra Employees	325	325			(325)
136/501400 Differential Pay	2,087	3,000	3,000	3,000	
169/501490 Reclassification of Position Adjustments			25,501	25,501	25,501
170/501510 Mandatory Medicare Costs	60,464	81,969	85,119	85,119	3,150
174/501570 Pension	368,981	491,975	491,975	491,975	
175/501590 Life Insurance Program	9,169	13,130	13,778	13,778	648
176/501610 Health Insurance	995,193	1,507,009	1,534,320	1,534,320	27,311
177/501640 Dental Insurance Plan	24,296	36,834	41,342	41,342	4,508
179/501690 Vision Care Insurance	11,143	14,020	15,020	15,020	1,000
183/501770 Seminars for Professional Employees		250	250	250	
185/501810 Professional and Technical Membership Fees	1,110	1,500	2,060	2,060	560
186/501860 Training Programs for Staff Personnel		1,000	1,000	1,000	
190/501970 Transportation and Other Travel Expenses for Employees	546	2,000	741	741	(1,259)
Personal Services Total	5,775,236	6,843,867	7,453,644	7,453,644	609,777
Contractual Services					
225/520260 Postage	40,000	40,000			(40,000)
240/520490 External Graphics and Reproduction Services	141,610	438,500	725,300	725,300	286,800
260/520830 Professional and Managerial Services	106,531	108,000	223,000	223,000	115,000
Contractual Services Total	288,141	586,500	948,300	948,300	361,800
Supplies and Materials					
320/530100 Wearing Apparel			5,000	5,000	5,000
350/530600 Office Supplies	6,833	19,400	30,091	30,091	10,691
355/530700 Photographic and Reproduction Supplies	17,155	48,500	50,000	50,000	1,500
388/531650 Computer Operation Supplies	15,133	31,040	32,000	32,000	960
Supplies and Materials Total	39,121	98,940	117,091	117,091	18,151
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	50	15,000	15,000	15,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	49,740	379,000	360,000	360,000	(19,000)
444/540250 Maintenance and Repair of Automotive Equipment	29,900	47,627	49,100	49,100	1,473
445/540290 Operation of Automotive Equipment	31,556	43,650	55,000	55,000	11,350
449/540310 Op., Maint. and Repair of Institutional Equipment		11,640	12,000	12,000	360
Operations and Maintenance Total	111,246	496,917	491,100	491,100	(5,817)
Capital Equipment and Improvements					
579/560450 Computer Equipment	285,491	380,328			(380,328)
599/567510 Reimbursement for Capital Equipment	177,423	177,423	177,423	177,423	
Capital Equipment and Improvements Total	462,914	557,751	177,423	177,423	(380,328)
Rental and Leasing					
630/550010 Rental of Office Equipment	6,150	20,000	20,000	20,000	
660/550130 Rental of Facilities	720,631	784,861	634,861	634,861	(150,000)
Rental and Leasing Total	726,781	804,861	654,861	654,861	(150,000)
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		21,005			(21,005)
Contingency and Special Purposes Total		21,005			(21,005)
Operating Funds Total	7,403,440	9,409,841	9,842,419	9,842,419	432,578

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(717) New/Replacement Capital Equipment - 71700529</u>					
530/560510 Office Furnishings and Equipment			475,106	6,576	6,576
549/560610 Vehicle Purchase	(26,010)		186,000	186,000	186,000
579/560450 Computer Equipment	174,651				
	148,641		661,106	192,576	192,576
Capital Equipment Request Total	148,641		661,106	192,576	192,576

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Job Code	Title	Grade	2013	Approved &	Department	Request	President's	Recommendation
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Records Management								
01 Record Center Administration - 5290567								
0010	Associate Clerk of the Circuit Court	24			1.0	110,000	1.0	110,000
0118	Financial Control Officer	24	1.0	110,000				
0051	Administrative Assistant V	20	1.0	69,292				
0577	Criminal Records Supervisor II	20	1.0	59,931				
5748	Manager VII-CCC	20			2.0	131,927	2.0	131,927
0050	Administrative Assistant IV	18	3.0	204,487				
0555	Court Clerk V	18	1.0	67,921				
1104	Computer Operator IV	18	1.0	63,629				
5735	File Manager V - CCC	18			2.0	137,572	2.0	137,572
5746	Manager V-CCC	18			3.0	193,068	3.0	193,068
0554	Court Clerk IV	17	3.0	168,528				
5744	Manager III-CCC	17			2.0	117,844	2.0	117,844
5745	Manager IV-CCC	17			1.0	70,007	1.0	70,007
5754	MIS Analyst IV (Networks) - CCC	17				1		1
5801	Administrative Support V-CCC	17			1.0	50,104	1.0	50,104
0048	Administrative Assistant III	16	2.0	114,904		1		1
0584	Violations Supervisor I	16	1.0	60,490				
0553	Court Clerk III	16	1.0	54,958				
4804	File Manager III	16			1.0	59,383	1.0	59,383
5684	Assistant Manager V-Clerk of the Circuit Court	16			1.0	57,919	1.0	57,919
4092	Court Clerk II Senior (Courts)	15	1.0	44,654				
5743	Manager II-CCC	15			1.0	45,591	1.0	45,591
0047	Administrative Assistant II	14	4.0	210,353				
4802	File Manager I	14			2.0	106,250	2.0	106,250
5742	Manager I-CCC	14			1.0	55,086	1.0	55,086
5752	MIS Analyst I (Networks)-CCC	14			1.0	50,049	1.0	50,049
5756	MIS Technician III-CCC	14			1.0	53,380	1.0	53,380
0046	Administrative Assistant I	12	1.0	49,794	1.0	49,794	1.0	49,794
1023	Warehouse Records Clerk III	12	1.0	47,422	1.0	47,422	1.0	47,422
1234	Storekeeper IV	12	1.0	36,052				
5546	General Office Assistant IV	12	1.0	34,963	2.0	72,499	2.0	72,499
0907	Clerk V	11			1.0	44,280	1.0	44,280
1022	Warehouse Records Clerk II	11	1.0	44,280				
4215	Warehouse Records Clerk I, Senior	10	1.0	37,657	2.0	80,930	2.0	80,930
4220	Clerk IV, Senior (Courts)	10	4.0	162,669	5.0	193,560	5.0	193,560
0906	Clerk IV	10	1.0	37,580				
1021	Warehouse Records Clerk I	09	1.0	37,775				
			32.0	\$1,717,339	32.0	\$1,726,667	32.0	\$1,726,667
02 Record Center - Data Administration - 5290568								
5496	Chief Deputy Clerk III	22	1.0	105,351	1.0	107,542	1.0	107,542
			1.0	\$105,351	1.0	\$107,542	1.0	\$107,542
03 Record Center Operations - 5290569								
0529	Chief Deputy Clerk of Court	23	1.0	88,237				
5497	Chief Deputy Clerk IV	23			1.0	90,047	1.0	90,047
5496	Chief Deputy Clerk III	22	1.0	101,771	1.0	105,420	1.0	105,420
0293	Administrative Analyst III	21	1.0	72,670				
5487	Assistant Chief Deputy Clerk II	21			1.0	74,163	1.0	74,163
0548	Deputy Clerk of Circuit Court	20	1.0	77,682				
0577	Criminal Records Supervisor II	20	1.0	81,907				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5748	Manager VII-CCC	20			1.0	79,738	1.0	79,738
5804	Administrative Support VIII-CCC	20			1.0	83,590	1.0	83,590
5744	Manager III-CCC	17			2.0	111,106	2.0	111,106
0048	Administrative Assistant III	16	3.0	156,848				
5800	Administrative Support IV-CCC	16			1.0	49,001	1.0	49,001
0143	Accountant III	15	1.0	43,121				
5743	Manager II-CCC	15			1.0	44,024	1.0	44,024
0047	Administrative Assistant II	14	1.0	41,229				
5742	Manager I-CCC	14			1.0	42,092	1.0	42,092
4225	Warehouse Records Clerk IV	13	5.0	247,461	4.0	194,202	4.0	194,202
0551	Court Clerk I	13			1.0	53,328	1.0	53,328
5633	Driver III - Clerk of the Circuit Court	13	4.0	201,422	4.0	201,330	4.0	201,330
5638	Data Entry Operator IV	13			1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	2.0	92,669	2.0	93,917	2.0	93,917
1023	Warehouse Records Clerk III	12	2.0	93,917	2.0	94,024	2.0	94,024
5632	Driver II-Clerk of the Circuit Court	12	1.0	47,422	1.0	47,422	1.0	47,422
0907	Clerk V	11	4.0	175,936	4.0	176,373	4.0	176,373
1022	Warehouse Records Clerk II	11	3.0	132,840	3.0	132,840	3.0	132,840
5631	Driver I-Clerk of the Circuit Court	11	2.0	84,920	3.0	128,580	3.0	128,580
0967	Tabulating Machine Operator II	10	1.0	40,465				
4215	Warehouse Records Clerk I, Senior	10	3.0	122,204	5.0	200,882	5.0	200,882
4220	Clerk IV, Senior (Courts)	10	2.0	83,802	9.0	365,057	9.0	365,057
0906	Clerk IV	10	7.0	263,457				
0993	Photo Machine Operator III	09	1.0	34,148				
1021	Warehouse Records Clerk I	09	2.0	73,534	1.0	34,217	1.0	34,217
			49.0	\$2,357,662	50.0	\$2,454,681	50.0	\$2,454,681
03 Micrographic Division								
01 Archives - 5290578								
1112	Systems Analyst III	20	1.0	83,494				
5494	Chief Deputy Clerk I	20			1.0	85,246	1.0	85,246
5744	Manager III-CCC	17			1.0	54,144	1.0	54,144
0048	Administrative Assistant III	16	1.0	53,036				
4220	Clerk IV, Senior (Courts)	10	1.0	40,465	4.0	159,860	4.0	159,860
0906	Clerk IV	10	4.0	144,131	1.0	28,640	1.0	28,640
			7.0	\$321,126	7.0	\$327,890	7.0	\$327,890
02 Micrographic Division - 5290571								
0415	Recording Division Supervisor	22	1.0	98,276				
5496	Chief Deputy Clerk III	22			1.0	100,340	1.0	100,340
0051	Administrative Assistant V	20	1.0	72,869				
5748	Manager VII-CCC	20			1.0	74,390	1.0	74,390
0047	Administrative Assistant II	14	4.0	191,459				
5534	Assistant Manager III-Finance	14			1.0	48,702	1.0	48,702
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14			1.0	53,958	1.0	53,958
5742	Manager I-CCC	14			2.0	92,604	2.0	92,604
0551	Court Clerk I	13			1.0	53,327	1.0	53,327
0046	Administrative Assistant I	12	4.0	169,061	5.0	243,415	5.0	243,415
0141	Accountant I	11	1.0	43,412				
0907	Clerk V	11	8.0	335,469	8.0	345,106	8.0	345,106
4220	Clerk IV, Senior (Courts)	10	2.0	80,722	9.0	350,230	9.0	350,230
0906	Clerk IV	10	8.0	295,196	1.0	35,269	1.0	35,269
			29.0	\$1,286,464	30.0	\$1,397,341	30.0	\$1,397,341

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
Total Salaries and Positions			118.0	\$5,787,942	120.0	\$6,014,121	120.0	\$6,014,121
Turnover Adjustment				(1,106,762)		(774,583)		(774,583)
Operating Funds Total			118.0	\$4,681,180	120.0	\$5,239,538	120.0	\$5,239,538

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	110,000	1.0	110,000	1.0	110,000
23	1.0	88,237	1.0	90,047	1.0	90,047
22	3.0	305,398	3.0	313,302	3.0	313,302
21	1.0	72,670	1.0	74,163	1.0	74,163
20	6.0	445,175	6.0	454,891	6.0	454,891
18	5.0	336,037	5.0	330,640	5.0	330,640
17	3.0	168,528	7.0	403,206	7.0	403,206
16	8.0	440,236	3.0	166,304	3.0	166,304
15	2.0	87,775	2.0	89,615	2.0	89,615
14	9.0	443,041	10.0	502,121	10.0	502,121
13	9.0	448,883	11.0	555,515	11.0	555,515
12	13.0	571,300	14.0	648,493	14.0	648,493
11	19.0	816,857	19.0	827,179	19.0	827,179
10	34.0	1,308,348	36.0	1,414,428	36.0	1,414,428
09	4.0	145,457	1.0	34,217	1.0	34,217
Total Salaries and Positions	118.0	\$5,787,942	120.0	\$6,014,121	120.0	\$6,014,121
Turnover Adjustment		(1,106,762)		(774,583)		(774,583)
Operating Funds Total	118.0	\$4,681,180	120.0	\$5,239,538	120.0	\$5,239,538

DEPARTMENT OVERVIEW

567 CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Mission

Serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

Mandates and Key Activities

- Under the Illinois Constitution, the Clerk of the Circuit Court of Cook County is a part of the judicial branch of State government. The Clerk of the Circuit Court is the official keeper of records for all judicial matters in the court system.
- The Clerk's Office is mandated to create a Circuit Court Operation and Administrative Fund to be used to offset the costs incurred in performing the additional duties required to collect and disburse funds to the entities of State and local governments as provided by law (705 ILCS 105/27.2D).
- More than 400 judges hear traffic, civil, criminal, juvenile and all other types of cases originating in Chicago and Suburban Cook County. The Office of the Clerk of Cook County keeps track of information by maintaining computerized records of each court case and creates and updates continuously Court records as soon as a case or suit is filed with the Circuit Court and throughout the duration of the case.

Discussion of 2013 Activities and 2014 Initiatives

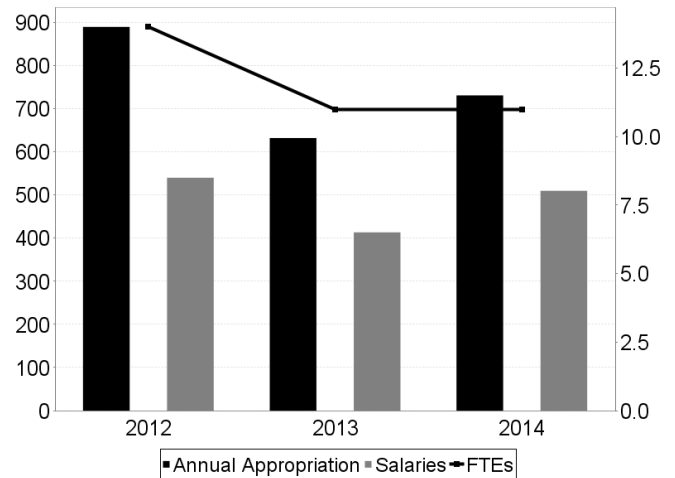
In 2013 the Clerk's Office continued to implement the payment of traffic fines via the Internet. Fines, fees and costs were also paid in the Clerk's Office via Electronic Debit.

The Clerk's Office was able to transfer funds to the County via ACH. Also, Bail Bond refunds to attorneys were implemented via Electronic Transfer.

The Clerk of the Circuit Court will continue to put strong emphasis on 21st Century information technology, operational efficiency, improved customer service, employee development and training, and financial accountability.

The Clerk's Office will continue to review operations for cost-savings initiatives and pursue opportunities to enhance revenue growth.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	889.0	631.6	730.4
	Adopted	Adopted	Recommended
FTE Positions	14.0	11.0	11.0



STAR Goals/Key Performance Indicators

- ★ Collect Administrative Fund – In 2013 the Clerk's Office efficiently and effectively collected and ably acted as the custodian of the Administrative Fund and will continue to do so in 2014.
- ★ Collect and Defray Incurred Expenses – In 2013 the Clerk of the Circuit Court used the Administrative Fund to defray the expenses incurred in performing the additional duties required to collect and disburse funds to entities of State and Local Governments, and will continue to do the same in 2014.

Programs

Collect Administrative Fund

The Clerk of the Circuit Court will continue to emphasize integrity, transparency, and cost-effectiveness in the collection of the Administrative Fund.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	400,333	413,119	509,307	509,307	96,188
170/501510 Mandatory Medicare Costs	6,014	8,054	7,759	7,759	(295)
174/501570 Pension	33,400	44,534	44,534	44,534	
175/501590 Life Insurance Program	831	1,287	1,256	1,256	(31)
176/501610 Health Insurance	93,580	155,772	158,611	158,611	2,839
177/501640 Dental Insurance Plan	3,183	4,062	4,335	4,335	273
179/501690 Vision Care Insurance	619	1,593	1,417	1,417	(176)
185/501810 Professional and Technical Membership Fees	150	150	150	150	
186/501860 Training Programs for Staff Personnel	1,938	2,000	2,000	2,000	
Personal Services Total	540,048	630,571	729,369	729,369	98,798
Supplies and Materials					
350/530600 Office Supplies	71	970	1,000	1,000	30
Supplies and Materials Total	71	970	1,000	1,000	30
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	2,552				
Operations and Maintenance Total	2,552				
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		30			(30)
Contingency and Special Purposes Total		30			(30)
Operating Funds Total	542,671	631,571	730,369	730,369	98,798

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Job Code	Title	Grade	FTE Pos.	2013 Approved & Adopted	Department Request	President's	Recommendation
				Salaries	FTE Pos.	Salaries	FTE Pos.
01 Clerk of the Circuit Court Administrative Fund							
01 Administration - 5670101							
0145	Accountant V	19	2.0	112,466			
5679	Accountant VIII-Clerk of the Circuit Court	19			2.0	126,787	2.0 126,787
0144	Accountant IV	17	3.0	157,696			
5744	Manager III-CCC	17			1.0	43,110	1.0 43,110
5745	Manager IV-CCC	17			2.0	91,982	2.0 91,982
5808	Bookkeeper IX-CCC	17			1.0	69,000	1.0 69,000
0231	Cashier Division Supervisor II	16	1.0	42,225			
0143	Accountant III	15	2.0	91,679			
5806	Bookkeeper VII-CCC	15			2.0	93,578	2.0 93,578
0230	Cashier Division Supervisor I	14	3.0	119,861			
5742	Manager I-CCC	14			3.0	124,530	3.0 124,530
			11.0	\$523,927	11.0	\$548,987	11.0 \$548,987
Total Salaries and Positions			11.0	\$523,927	11.0	\$548,987	11.0 \$548,987
Turnover Adjustment				(110,808)		(39,680)	(39,680)
Operating Funds Total			11.0	\$413,119	11.0	\$509,307	11.0 \$509,307

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
19	2.0	112,466	2.0	126,787	2.0	126,787
17	3.0	157,696	4.0	204,092	4.0	204,092
16	1.0	42,225				
15	2.0	91,679	2.0	93,578	2.0	93,578
14	3.0	119,861	3.0	124,530	3.0	124,530
Total Salaries and Positions	11.0	\$523,927	11.0	\$548,987	11.0	\$548,987
Turnover Adjustment		(110,808)		(39,680)		(39,680)
Operating Funds Total	11.0	\$413,119	11.0	\$509,307	11.0	\$509,307

DEPARTMENT OVERVIEW

580 CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION FUND

Mission

It is the mission of the Office of the Clerk of the Circuit Court of Cook County to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

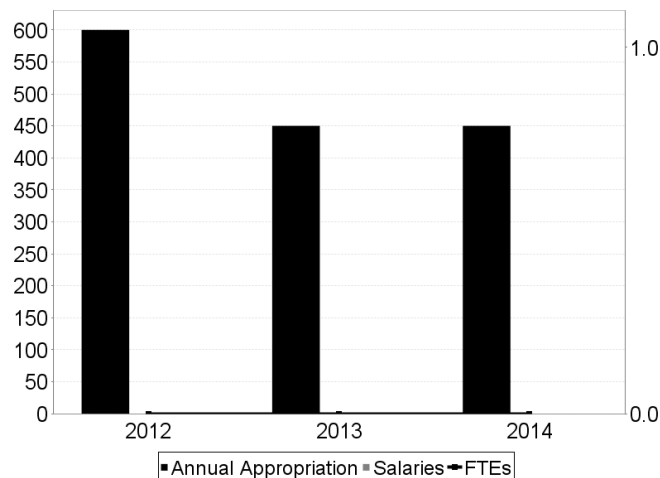
Mandates and Key Activities

- As provided for in the Illinois Constitution, the Clerk of the Circuit Court of Cook County is a part of the judicial branch of State government and is the official keeper of records for the Circuit Court of Cook County.
- The required duties of the Clerk of the Circuit Court include establishing and maintaining electronic citations in any traffic, misdemeanor, municipal ordinance, or conservation case upon a judgment of guilty or grant of supervision. The Circuit Court Electronic Fund is used to defray the expenses incurred by the Office in performing its required duties.
- As the custodian and ex officio of the Circuit Court Clerk Electronic Citation Fund, the Clerk of the Circuit Court is mandated to use the Fund for establishing and maintaining electronic citations (705 ILCS 105/27.3E) as mandated by Illinois Statute.

Discussion of 2013 Activities and 2014 Initiatives

In 2011 the Electronic Citation Fund was established in the Clerk's Office and used in maintaining electronic citations in traffic, misdemeanor, municipal ordinance and conservation cases upon a judgment of guilty or grant of supervision. The Clerk of the Circuit Court will continue to effectively use the established fund to accomplish desired goals.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	600.0	450.0	450.0
	Adopted	Adopted	Recommended
FTE Positions	0	0	0



STAR Goals/Key Performance Indicators

- ★ Collect Electronic Citation Funds – In 2013 the Clerk's Office collected Electronic Citation Fund and acted as its custodian, and will continue to do so in 2014.
- ★ Defray Incurred Expenses in Electronic Citations – In 2013 the Clerk of the Circuit Court used the Electronic Citation Fund to defray the expenses incurred in establishing and maintaining electronic citations in traffic, misdemeanor and conservation cases upon a judgment of guilty or grant of supervision, and will continue to do so in 2014.

Programs

Collection of Electronic Citation Funds

The Clerk of the Circuit Court will continue to emphasize cost-effectiveness, integrity and transparency in the collection of Electronic Citation Funds.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 580 - CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund		450,000	450,000	450,000	
Contingency and Special Purposes Total		450,000	450,000	450,000	
Operating Funds Total		450,000	450,000	450,000	



Capital Request

**Dorothy Brown
Clerk of the Circuit Court
FY 2014 Capital Equipment Request**

Account Number		Item	Quantity Requested	Unit Cost	Total Request
335	717-530/560510	Office Furniture and Equipment (Furniture) - Criminal Dept., Civil Division, District 5, Criminal Branch 23/50 and various Division - (Desk Chairs)	162	\$ 250	\$ 40,500
335	717-530/560510	Office Furniture and Equipment (Furniture) - District 4 - (Task Stools)	14	\$ 350	\$ 4,900
335	717-530/560510	Office Furniture and Equipment (Furniture) - Criminal Dept. - (Shelving Unit)	1	\$ 1,200	\$ 1,200
335	717-530/560510	Office Furniture and Equipment (Furniture) - Criminal Dept. 26th & California, Criminal Branch 29/52, Criminal Branch 34/48 and District 6 -- (Desks and 1 Stack on Storage)	19	\$ 500	\$ 9,500
335	717-530/560510	Office Furniture and Equipment (Equipment) - District 4 - (Mail Carts)	5	\$ 509	\$ 2,545
335	717-530/560510	Office Furniture and Equipment (Equipment) - Criminal Dept., Criminal Branch 29/42, Criminal Branch 23/50, Child Protection, District 5 - (Shredders)	10	\$ 400	\$ 4,000
335	717-549/560610	Vehicle - Investigation	1	\$ 30,000	\$ 30,000
335	715-579/560450	Electronic Record Project - Desktops with Monitors (Year 1 of 2)	540	\$ 900.00	\$ 486,000
335	715-579/560450	Electronic Record Project - Software Licenses (Year 1 of 2)	720	\$ 200.00	\$ 144,000
335	715-579/560450	Electronic Record Projects - Big Screen Monitors (Year 1 of 2)	90	\$ 2,500.00	\$ 225,000
Total (335) 717 & 715 Capital Request					\$ 947,645
528	717-579/560450	Courtview Software Upgrade (E Filing)			\$ 160,000
528	717-579/560450	Computer Hardware Infrastructure Deployment			\$ 190,000
Total (528) 717 Capital Request					\$ 350,000
529	717-530/560510	Paper Sorter Modules	4	\$ 1,644	\$ 6,576
529	717-549/560610	Vehicles	1	\$ 26,000	\$ 26,000
529	717-549/560610	Vehicles	1	\$ 26,000	\$ 26,000
529	717-549/560610	Vehicles	1	\$ 67,000	\$ 67,000
529	717-549/560610	Vehicles	1	\$ 67,000	\$ 67,000
Total (529) 717 Capital Request					\$ 192,576
Grand Total 717 & 715 Capital Requests					\$ 1,490,221

**Dorothy Brown
Clerk of the Circuit Court
FY 2014 Vehicle Capital Request**

Account Number	Quantity Requested	Replacement	New Request	Total Request
Executive Department (335)	1	x		\$ 30,000
Record Management (529)	1	x		\$ 26,000
Record Management (529)	1	x		\$ 26,000
Record Management (529)	1	x		\$ 67,000
Record Management (529)	1	x		\$ 67,000
Total				\$ 216,000